

UC-NRLF



\$B 174 103

STATE OF NEW YORK

—  
HANDBOOK

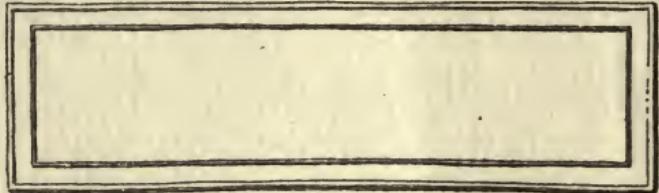
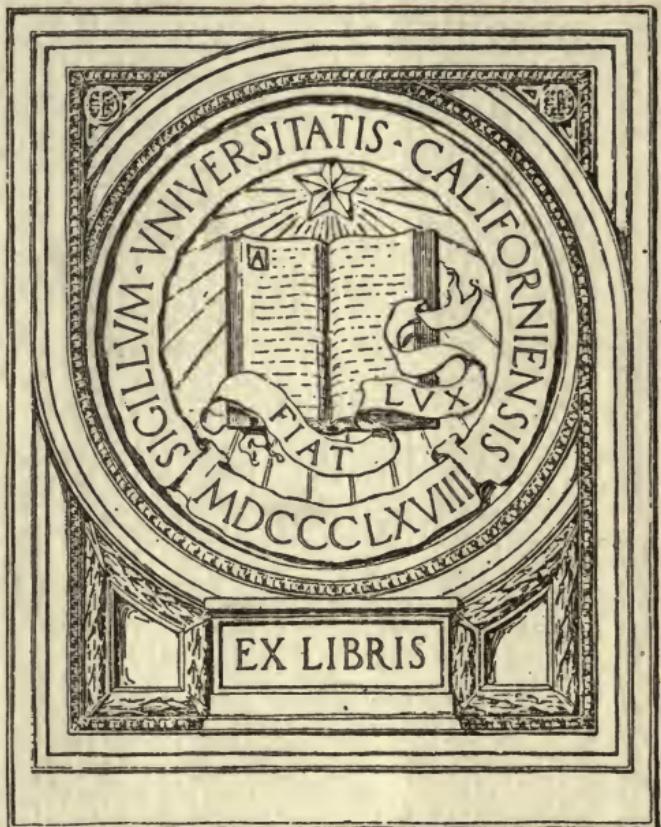
OF THE

STATE HOSPITAL COMMISSION

AND THE

HOSPITALS FOR THE INSANE

1920







STATE OF NEW YORK

HANDBOOK

OF THE

STATE HOSPITAL COMMISSION

AND THE

HOSPITALS FOR THE INSANE

1920

RC 445  
N 7 A 3

STATE HOSPITALS PRESS  
UTICA, N. Y.

Mar 1919

## DIRECTORY

## BUREAU OF STATISTICS

HORATIO M. POLLOCK, Ph. D.

*Statistician and Editor*

ALBANY

Telephone, West 215-W

WILLIAM J. NOLAN, A. M.

*Assistant Statistician*

ALBANY

## BUREAU OF TREASURER

LEWIS M. FARRINGTON

*Assistant Secretary and Treasurer*

ALBANY

## COLLECTIONS BUREAU

HERBERT B. GRUBER, *Counsel*

Residence, 84 Willet Street

ALBANY

Telephone, West 3965

## INSPECTORS

J. L. VAN DEMARK, M. D.,

*Medical Inspector*

Residence, 464 Hudson Avenue

ALBANY

Telephone, West 1387-W

CHARLES B. DIX, M. E.

*Inspector of Buildings and Engineering*

GLENS FALLS

JOHN T. NORTON

*Inspector of Dairy Products*

Residence, 3875 Broadway, NEW YORK CITY

Telephone, Audubon 4213

Office, 90 West Broadway, NEW YORK CITY

Telephone, Barclay 4938

JOHN J. RILEY, *Inspector*

ALBANY

Telephone, West 704-J

## PURCHASING COMMITTEE FOR STATE HOSPITALS

Dr. EUGENE H. HOWARD, *Chairman*,  
Superintendent, Rochester State Hospital

Dr. ISHAM G. HARRIS,  
Superintendent, Brooklyn State Hospital

Dr. MARCUS B. HEYMAN,  
Superintendent, Manhattan State Hospital

GEORGE P. WATSON,  
Steward, Gowanda State Homeopathic Hospital

GEORGE R. FINTON,  
Steward, Hudson River State Hospital

T. E. McGARR, Executive

Room 138 Capitol  
Telephone, Main 5910

---

## NEW YORK OFFICE

Hall of Records, Chambers and Centre Streets  
NEW YORK CITY  
Telephone, Worth 4424

---

## BUREAU OF DEPORTATION

SPENCER L. DAWES, M. D., *Medical Examiner*  
Telephone, Worth 4337

---

ELBERT M. SOMERS, M. D., *Deputy Medical Examiner*

---

## COLLECTIONS BUREAU

R. J. CORCORAN, *Special Agent*  
Telephone, Worth 4424

**PSYCHIATRIC INSTITUTE**  
**OF THE NEW YORK STATE HOSPITALS**

<b>Ward's Island,</b>		<b>New York City</b>
GEORGE H. KIRBY, M. D.,	- - - - -	<i>Director</i>
CLARENCE O. CHENEY, M. D.,	- - - - -	<i>Assistant Director</i>
CHARLES B. DUNLAP, M. D.,		<i>Chief Associate in Neuropathology</i>
STERNE MORSE, M. D.,	- - - - -	<i>Associate in Serology</i>
(Vacancy)	- - - - -	<i>Associate in Bacteriology</i>
(Vacancy)		<i>Associate in Internal Medicine and Clinical Pathology</i>
(Vacancy)	- - - - -	<i>Senior Assistant Physician</i>
(Vacancy)	- - - - -	<i>Assistant Physician</i>
(Vacancy)	- - - - -	<i>Assistant in Neuropathology</i>
JOHN T. MACCURDY, M. D.,		<i>Voluntary Assistant in Psychiatry</i>
W. R. VAN KOUGHNET,	- - - - -	<i>Secretary</i>

Long Distance Telephone, Harlem 4216

---

**LEGAL DEPARTMENT**

Under recent action by the State Hospital Commission the Attorney General of the State of New York, Hon. CHARLES D. NEWTON, now conducts all legal matters for the State hospitals.

---

**RETIREMENT BOARD**  
**STATE HOSPITAL OFFICERS AND EMPLOYEES**

Hon. EUGENE M. TRAVIS  
Hon. CHARLES W. PILGRIM, M. D.  
Hon. ANDREW D. MORGAN  
CHARLES G. WAGNER, M. D.  
RICHARD McHUGH

Correspondence should be addressed to Retirement Board, State Hospital Officers and Employees, care Comptroller, Albany, N. Y.

## CENSUS JULY 1, 1920

Number of patients in civil State hospitals.....	38,291
Number of patients in Dannemora and Matteawan....	1,380
Number of committed patients in private institutions..	1,101
Grand total.....	40,772
Certified capacity of civil State hospitals.....	30,437
Certified capacity of Dannemora and Matteawan.....	1,115
Medical officers in civil State hospitals.....	168
Medical officers in Dannemora and Matteawan....	10
Number of employees in civil State hospitals.....	6,054
Number of employees in Dannemora and Matteawan.	293

## STATE HOSPITAL SYSTEM

## Admission of Private Patients to State Hospitals

Private patients can be admitted to State hospitals only upon consent of the medical superintendents. Rates for private patients range from six to ten dollars per week and if payment is not made in advance a surety company bond must be provided guaranteeing payment of accounts for maintenance.

Digitized by the Internet Archive  
in 2007 with funding from  
Microsoft Corporation

CIVIL  
STATE HOSPITALS

# Binghamton State Hospital

**Binghamton,**

**Broome Co.**

Date of opening, October 19, 1881

## Board of Managers

MERRITT J. CORBETT, <i>President</i> ,	- - - - -	Binghamton
HENRY A. STEPHENS, <i>Secretary</i> ,	- - - - -	Binghamton
Mrs. KATE M. ELY,	- - - - -	Binghamton
Mrs. ANNIE DEVEREUX MILLS,	- - - - -	Oneida
BENJAMIN F. WELDEN,	- - - - -	Binghamton
WILLIAM H. HECOX,	- - - - -	Binghamton
J. ARNOT RATHBONE,	- - - - -	Elmira

## Resident Officers

CHARLES G. WAGNER, M. D.,	- - - - -	Medical Sup't
THEODORE I. TOWNSEND, M. D.,	- - - - -	First Asst. Physician
HUGH S. GREGORY, M. D.,	- - - - -	Pathologist
EDWARD GILLESPIE, M. D.,	- - - - -	Senior Asst. Physician
JOHN A. PRITCHARD, M. D.,	- - - - -	Senior Asst. Physician
R. R. WILLIAMS, M. D.,	- - - - -	Senior Asst. Physician
C. H. BELLINGER, M. D.,	- - - - -	Senior Asst. Physician
CHARLES E. ROWE, M. D.,	- - - - -	Senior Asst. Physician
CARLETON T. BAGLEY, M. D.,	- - - - -	Asst. Physician
WALTER E. DEVINE, M. D.,	- - - - -	Asst. Physician
(Vacancy)	- - - - -	Asst. Physician
(Vacancy)	- - - - -	Asst. Physician
(Vacancy)	- - - - -	Medical Interne
(Vacancy)	- - - - -	Medical Interne
GEORGE H. BLAIS, D. D. S.,	- - - - -	Dental Interne
EDWARD S. GRANEY,	- - - - -	Steward
SUSAN L. CARPENTER, R. N.,	- - - - -	Principal School of Nursing

No. Patients..... Men 1,500, Women 1,238, Total 2,738

Certified capacity. Men 1,355, Women 1,045, Total 2,400

No. Employees.... Men 266, Women 192, Total 458

Total acreage of grounds 1,363

Patients admitted from the following counties, which comprise the Binghamton State Hospital District: Broome, Chemung, Chenango, Cortland, Delaware, Madison, Otsego, Schoharie and Tioga.

Located on the lines of the Erie, Delaware, Lackawanna and Western, and Delaware and Hudson railways. Electric cars leave the corner of Court and Collier streets every 15 minutes.

Hospital Long Distance { Bell Telephone, No. 453  
Bell Telephone, No. 454

Visiting Days: Mondays, Wednesdays and Fridays, two to four p. m.

## Brooklyn State Hospital

Brooklyn,

New York

Date of opening, October, 1895

## Board of Managers

HUGO HIRSH, <i>President</i> ,	33 Montgomery Place, Brooklyn
MICHAEL F. McGOLDRICK,	189 Montague St., Brooklyn
Mrs. GRACE WILSON WHITEHALL, <i>Secretary</i> ,	438 Quincy St., Brooklyn
CHARLES PARTRIDGE,	700 Franklin Ave., Brooklyn
Mrs. AGNES DORMAN DRUHAN,	1195 Ocean Ave., Brooklyn
EDWIN H. THATCHER,	590 Flatbush Ave., Brooklyn
HERBERT F. GUNNISON	Eagle Office, Brooklyn

## Resident Officers

ISHAM G. HARRIS, M. D.,	Medical Sup't
FRANK R. HÄVILAND, M. D.,	First Asst. Physician
DAVID CORCORAN, M. D.,	Clinical Director
ERVING HOLLEY, M. D.,	Senior Asst. Physician
ARTHUR S. SOPER, M. D.,	Senior Asst. Physician
(Vacancy)	Senior Asst. Physician
(Vacancy)	Senior Asst. Physician
ANNA M. AGNEW, M. D.,	Asst. Physician
JAMES G. PRATT, M. D.,	Asst. Physician
OTTOKAR TENOPYR, M. D.,	Asst. Physician
HARRY. JOHN POLL, M. D.,	Medical Interne
(Vacancy)	Medical Interne
HARRY DRESPEL, D. D. S.,	Dental Interne
HELEN V. CLUNE, R. N.,	Principal of Training School
JOHN R. HEILMAN,	Steward
FRANCES C. TANNER,	Social Worker
MILDRED V. RENWICK,	Asst. Social Worker
No. Patients, Brooklyn.....	Men 477, Women 739, Total 1,216
No. Patients, Creedmoor.....	Men 97, ..... Total 97
Certified capacity, Main bdg.....	Men 343
Creedmoor .....	Men 150
Whitman bdg.....	Women 400
Reception bdg.....	Women 150
Total capacity.....	1043
No. Employees.....	Men 98. Women 93, Total 191
Total acreage of grounds 210.	

Patients admitted from County of Kings, which comprises the Brooklyn State Hospital District.

Accessible from New York by subway to Atlantic Avenue; Flatbush Avenue car; transfer Church Avenue to East Forty-second Street. From Brooklyn Bridge by Fulton Street car; transfer to Nostrand Ave. State Hospital east of Kings County Hospital on Clarkson Street.

Hospital Telephone at Brooklyn, Flatbush 4100

Creedmoor branch accessible from New York or Brooklyn by Fulton Street elevated to City Line; at City Line take Mineola trolley to Madison Street, Queens.

Telephone, Creedmoor Branch, Hollis 6326.

Brooklyn Branch - Visiting days Sundays, once in two weeks from one-thirty p. m. to three-thirty p. m.

Creedmoor Branch - Visiting days: At any time convenient to visitors.

Two out-patient dispensaries for free advice and treatment of incipient mental conditions, viz.: at the State hospital Saturdays at 2 p. m.; at the Long Island College Hospital Fridays at 2 p. m.

## Buffalo State Hospital

Buffalo,

Erie Co.

Date of opening 1880

## Board of Managers

PHILIP G. SCHAEFER, President,	343 Elmwood Avenue, Buffalo
Mrs. WALTER PLATT COOKE, Secretary,	155 Summer St., Buffalo
HOWARD M. WITBECK,	468 Locust St., Lockport
Dr. HARRY H. EBBERTS,	890 Humboldt Parkway, Buffalo
Mrs. THEODORE POMEROY,	146 Bryant St., Buffalo
Mrs. JOHN D. HAZEL,	37 Hodge Avenue, Buffalo
WILLIAM A. DOUGLAS,	Ellicott Square, Buffalo

## Resident Officers

FREDERICK W. PARSONS, M. D.,	Medical Sup't
WILLIAM W. WRIGHT, M. D.,	First Asst. Physician
GEORGE G. ARMSTRONG, M. D.,	Senior Asst. Physician
JOSEPH B. BETTS, M. D.,	Senior Asst. Physician
CHRISTOPHER FLETCHER, M. D.,	Senior Asst. Physician
ROBERT KING, M. D.,	Senior Asst. Physician
HELENE J. C. KUHLMANN, M. D.,	Senior Asst. Physician
LEONA E. TODD, M. D.,	Senior Asst. Physician
BARBARA CURTIS, M. D.,	Asst. Physician
HAROLD C. HAVILAND, M. D.,	Asst. Physician
HARRY B. MOYLE, M. D.,	Medical Interne
(Vacancy)	Medical Interne
JOHN E. CULP,	Steward
Miss CHRISTINE M. STEWART, R. N.,	Principal of Nurses Training School

Miss MAUD A. BURNS, R. N., Social Worker

No. Patients (including paroles) Men 1,065, Women 1,279, Total 2,344

Certified capacity..... Men 680, Women 1,020, Total 1,700

No. Employees..... Men 153, Women 167, Total 320

Total acreage of grounds 183

Patients admitted from the following counties, which comprise the Buffalo State Hospital District: Erie and Niagara.

The hospital is located on Forest avenue, about three and one-half miles from the principal railway stations, accessible via Elmwood avenue, Hoyt street or Forest Michigan trolley lines, at the Erie and New York Central stations, which run directly to the hospital.

Telephone Bidwell 2261

Visiting days: Mondays, Wednesdays and Fridays, two to five p. m.

## Central Islip State Hospital

Central Islip,

Suffolk Co.

Date of opening February 27, 1896

## Board of Managers

JAMES MACGREGOR SMITH, President,	32 Nassau St., New York City
Rev. WILLIAM H. GARTH, Secretary,	Islip, N. Y.
FRANCIS ROGERS,	144 East 62d St., New York City
Mrs. EDWARD EVERETT HICKS,	1168 Dean St., Brooklyn, N. Y.
Mrs. BRADISH G. JOHNSON,	Islip, N. Y.
Mrs. ARTHUR F. J. REMY,	19 West 95th St., New York City
Mrs. WILSON R. SMITH,	250 Hancock St., Brooklyn

## Resident Officers

G. A. SMITH, M. D.,	Medical Superintendent
C. M. BURDICK, M. D.,	First Asst. Physician
H. G. GIBSON, M. D.,	First Asst. Physician
G. W. MILLS, M. D.,	Clinical Director
(Vacancy)	Pathologist
C. L. VAUX, M. D.,	Senior Asst. Physician
G. C. H. BURNS, M. D.,	Senior Asst. Physician
T. W. SIMON, M. D.,	Senior Asst. Physician
A. E. ULLMAN, M. D.,	Senior Asst. Physician
FRANK HINKLEY, M. D.,	Senior Asst. Physician
R. G. REED, M. D.,	Senior Asst. Physician
*WILLIAM LEAVITT, M. D.,	Senior Asst. Physician
D. D. DURGIN, M. D.,	Senior Asst. Physician
F. D. STREETER, M. D.,	Senior Asst. Physician
W. N. BARNHARDT, M. D.,	Senior Asst. Physician
J. F. MCNEILL, M. D.,	Senior Asst. Physician
W. A. CONLON, M. D.,	Senior Asst. Physician
G. A. P. BOULDEN, M. D.,	Senior Asst. Physician
SARA L. SMALLEY, M. D.,	Senior Asst. Physician
VERNIE E. WOODWARD, M. D.,	Senior Asst. Physician
E. H. ENDE, M. D.,	Asst. Physician
WM. J. DELANEY, M. D.,	Asst. Physician
CHARLES A. KINCH, M. D.,	Asst. Physician
(Vacancy)	Senior or Asst. Physician
(Vacancy)	Senior or Asst. Physician
(Vacancy)	Asst. Physician or Medical Interne
(Vacancy)	Asst. Physician or Medical Interne
(Vacancy)	Medical Interne
(Vacancy)	Medical Interne
MORRIS ROSENBLATT, D. D. S.,	Dental Interne

\*On leave of absence.

## CENTRAL ISLIP STATE HOSPITAL—CONTINUED

W. J. MCKEE,	-	-	-	-	-	-	<i>Steward</i>
W. B. SCHEIBER,	-	-	-	-	-	-	<i>Assistant Steward</i>
JULIA A. DUFFY, R. N.	-	-	-	-	-	-	<i>Principal of Training School</i>
LOUIS STEMPLE,	-	-	-	-	-	-	<i>Pharmacist</i>
MARY E. DUNN,	-	-	-	-	-	-	<i>Social Worker</i>
(Vacancy)	-	-	-	-	-	-	<i>Asst. Social Worker</i>
(Vacancy)	-	-	-	-	-	-	<i>Asst. Social Worker</i>

No. Patients..... Men 3,017, Women 2,560, Total 5,577

Certified capacity, Men 2,369, Women 1,731, Total 4,100

No. Employees.... Men 434, Women 196, Total 630

Total acreage of grounds 994

Patients admitted from boroughs of Manhattan, Queens and the Bronx, and Counties of Nassau and Suffolk, which comprise the Central Islip State Hospital District.

Hospital Long Distance Telephone, 18 Central Islip.  
Telegraph, Central Islip, Long Island.

Visiting days: Tuesdays, Thursdays, Sundays and holidays, ten a. m. to four p. m.

City office: Hall of Records, Room 703, cor. Center and Chambers Sts., New York City—Thursdays.

## SCHEDULE OF TRAINS

## FOR CENTRAL ISLIP—WEEK DAYS

Leave N. Y. C. A. M. A. M. P. M. P. M. P. M. P. M. P. M. P. M.

Penn. Sta. 8 03 9 59 1 08\* 3 00 4 06 4 58 5 48 6 49 8 10 11 30

Leave L. I. City, 9 42 2 42 4 42 5 43 8 00

## SUNDAYS FOR CENTRAL ISLIP

Leave N. Y. C. A. M. P. M. P. M. P. M. P. M.

Penn. Sta., 8 28 1 40 4 15 8 20

Leave L. I. City, 9 47 1 27 8 15

## FROM CENTRAL ISLIP

Leave Central A. M. A. M. A. M. P. M. P. M. P. M.

Islip, (week days) 5 44 6 34 7 13 9 23 12 58 5 37 6 30

(Sundays), 7 08 8 50 3 58 5 04 7 27

\* Saturdays only.

## Gowanda State Homeopathic Hospital

**Collins,****Erie Co.**

Date of opening August 9, 1898

*Board of Managers*

PETER W. NEEFUS, M. D., <i>President</i> ,	174 East Ave., Rochester
Mrs. BERTHA M. BARD, <i>Vice-President</i> ,	Gowanda
CHARLES H. FELTHOUSEN, <i>Secretary</i> ,	Brisbane Building, Buffalo
Mrs. DOCIA W. LAW,	Collins
HENRY L. MOENCH,	Gowanda
Mrs. ALICE E. SCHLEY, M. D.,	Buffalo
HENRY W. KILLEEN, Esq.,	Buffalo

*Resident Officers*

CLARENCE A. POTTER, M. D.,	<i>Medical Superintendent</i>
EARL V. GRAY, M. D.,	<i>First Asst. Physician</i>
FREDERICK P. SCHENK, M. D.,	<i>Senior Asst. Physician</i>
HERMAN L. RAYMOND, M. D.,	<i>Asst. Physician</i>
ERWIN H. MUDGE, M. D.,	<i>Asst. Physician</i>
ANNE E. PERKINS, M. D.,	<i>Asst. Physician</i>
WALDEMAR G. RICHTER, M. D.,	<i>Medical Interne</i>
(Vacancy)	<i>Dental Interne</i>
GEORGE P. WATSON,	<i>Steward</i>
JAMES D. EDWARDS,	<i>Asst. Steward</i>
OLIVE A. CARPENTER,	<i>Matron</i>
ADELLE M. PHILLIPS, R. N.,	<i>Principal of School of Nursing</i>
AUGUSTA R. KINNER,	<i>Field Worker and After-Care Agent</i>

No. Patients..... Men 722, Women 552, Total 1,274

Certified capacity. Men 520, Women 430, Total 950

No. Employees.... Men 102, Women 80, Total 182

Total acreage of grounds 700

Patients admitted from the following counties, which comprise the Gowanda State Homeopathic Hospital District: Cattaraugus, Chautauqua, Erie and Wyoming; and patients from any part of the State for whom homeopathic treatment is desired.

Hospital two miles from Gowanda, one mile from Collins on Buffalo and Jamestown branch of Erie railroad. Accessible from Collins by automobile 'bus.

Hospital Long Distance Telephone at Gowanda  
Bell 31

Visiting days: Every day excepting Saturdays, Sundays and legal holidays, from ten to eleven a. m. and from one to four p. m.

## Hudson River State Hospital

Poughkeepsie,

Dutchess Co.

Date of opening, 1871

## Board of Managers

FRANK B. LOWN, <i>President</i> ,	Sunny Fields, Poughkeepsie
E. LYMAN BROWN, <i>Secretary</i> ,	Wappingers Falls
MISS CATHERINE A. NEWBOLD,	North Road, Poughkeepsie
MISS MYRA H. AVERY,	Poughkeepsie
J. WILSON POUCHER, M. D.,	Poughkeepsie
DANIEL J. GLEASON,	Millerton
JOSEPH L. SCHWARTZ,	Yonkers

## Resident Officers

WALTER G. RYON, M. D.,	<i>Medical Superintendent</i>
WILLIS E. MERRIMAN, M. D.,	<i>First Asst. Physician</i>
(Vacancy)	<i>First Asst. Physician</i>
HOWARD P. CARPENTER, M. D.,	<i>Pathologist</i>
WILLIAM J. CAVANAUGH, M. D.,	<i>Senior Asst. Physician</i>
CALVIN B. WEST, M. D.,	<i>Senior Asst. Physician</i>
THEODORE W. NEUMANN, M. D.,	<i>Senior Asst. Physician</i>
WILLIAM J. THOMPSON, M. D.,	<i>Senior Asst. Physician</i>
HENRY L. TRENKLE, M. D.,	<i>Senior Asst. Physician</i>
BLANCHE DENNES, M. D.,	<i>Senior Asst. Physician</i>
(Vacancy)	<i>Senior Asst. Physician or Asst. Physician</i>
(Vacancy)	<i>Senior Asst. Physician or Asst. Physician</i>
HOWARD M. KENYON, M. D.,	<i>Asst. Physician</i>
GERALD R. JAMEISON, M. D.,	<i>Asst. Physician</i>
HOWARD W. POTTER, M. D.,	<i>Asst. Physician</i>
CLARENCE W. BARTH, M. D.,	<i>Asst. Physician</i>
LEE M. GREEN, M. D.,	<i>Asst. Physician</i>
(Vacancy)	<i>Asst. Physician</i>
LEO R. TIGHE, M. D.,	<i>Medical Interne</i>
(Vacancy)	<i>Medical Interne</i>
ARCHIBALD B. HENDERSON, D. D. S.,	<i>Dental Interne</i>
GEORGE R. FINTON,	<i>Steward</i>
NELLIE A. DOUGHTY, R. N.,	<i>Social Worker</i>
MARGARET J. GLANCY, R. N.,	<i>Principal of School of Nursing</i>

## HUDSON RIVER STATE HOSPITAL—CONTINUED

No. Patients..... Men 1,589, Women 1,970, Total 3,559  
Certified capacity. Men 1,275, Women 1,575, Total 2,850  
No. Employees.... Men 330, Women 228, Total 558

Total acreage of grounds 894

Patients admitted from the following counties, which comprise the Hudson River State Hospital District: Albany, Columbia, Dutchess, Greene, Putnam, Rensselaer, Washington and Westchester.

The hospital is located two miles north of the New York Central railway station at Poughkeepsie. It may be reached by trolley cars (marked Hospital), which run on the hour and half hour from the corner of Washington and Main Streets directly to the hospital. The trolley cars connect with the ferry from Highland (West Shore R. R.) and with both railroad stations in Poughkeepsie, (New York Central and Central New England). Taxicabs may be procured at the stations.

Local and Long Distance Telephones  
Bell Telephone, No. 771-772-773

Visiting days: Mondays, Wednesdays and Fridays, from ten a. m. to four p. m.

Visiting is allowed on Sunday only in case of urgent need, such as illness, etc.

# Kings Park State Hospital

**Kings Park,**

**New York**

Date of opening October 1, 1896

## *Board of Managers*

MATTHEW J. TOBIN, *President*,

34 Warren St., corner Church St., New York City

Rev. JOHN C. YORK, *Secretary*, - - - 409 Linden St., Brooklyn  
 J. B. MORRELL, - - - - - Northport, Long Island  
 ALLIE A. ROGERS, - - - - - Sayville, Long Island  
 REGINA T. SHERWOOD, - - - - - Glen Cove, Long Island  
 ANN W. WHEELER, - - - - - 22 Pierrepont St., Brooklyn  
 D. HENRY BROWN, - - - - - Riverhead, Long Island

## *Resident Officers*

Wm. C. GARVIN, M. D.,	- - - - -	<i>Medical Superintendent</i>
AARON J. ROSANOFF, M. D.,	- - - - -	<i>First Asst. Physician</i>
RUSSELL E. BLAISDELL, M. D.,	- - - - -	<i>First Asst. Physician</i>
WALTER H. SANFORD, M. D.,	- - - - -	<i>Senior Asst. Physician</i>
CHARLES G. MCGAFFIN, M. D.,	- - - - -	<i>Senior Asst. Physician</i>
CHARLES S. PARKER, M. D.,	- - - - -	<i>Senior Asst. Physician</i>
J. H. SHUFFLETON, M. D.,	- - - - -	<i>Senior Asst. Physician</i>
M. M. GROVER, M. D.,	- - - - -	<i>Senior Asst. Physician</i>
HARRY A. STECKEL, M. D.,	- - - - -	<i>Senior Asst. Physician</i>
THOMAS S. CUSACK, M. D.,	- - - - -	<i>Senior Asst. Physician</i>
ANNA CRAIG, M. D.,	- - - - -	<i>Woman Physician</i>
ALFRED T. WOOD, M. D.,	- - - - -	<i>Asst. Physician</i>
HIRAM G. HUBBELL, M. D.,	- - - - -	<i>Asst. Physician</i>
CHARLES H. BRUSH, M. D.,	- - - - -	<i>Asst. Physician</i>
JOHN V. SWIERAT, M. D.,	- - - - -	<i>Asst. Physician</i>
HENRY W. ROGERS, M. D.,	- - - - -	<i>Asst. Physician</i>
W. J. C. AUBRY, M. D.,	- - - - -	<i>Asst. Physician</i>
(Vacancy)	- - - - -	<i>Asst. Physician</i>
(Vacancy)	- - - - -	<i>Asst. Physician</i>
(Vacancy)	- - - - -	<i>Asst. Physician</i>
(Vacancy)	- - - - -	<i>Asst. Physician</i>
(Vacancy)	- - - - -	<i>Medical Interne</i>
(Vacancy)	- - - - -	<i>Medical Interne</i>
EDNA CONDE, D. D. S.,	- - - - -	<i>Resident Dentist</i>
IDA M. MARKER, R. N.,	- - - - -	<i>Principal of Training School</i>
CHARLES S. PITCHER,	- - - - -	<i>Steward</i>

## KINGS PARK STATE HOSPITAL—CONTINUED

No. Patients..... Men 2,081, Women 2,716, Total 4,797

Certified capacity. Men 1,564, Women 2,036, Total 3,600

No. Employees.... Men 357, Women 266, Total 623

Total acreage of grounds 835

Patients admitted from the following boroughs and counties, which comprise the Kings Park State Hospital District: Borough of Kings and counties of Nassau and Suffolk.

Forty-five miles from New York city. Accessible by trains on the Long Island railroad. Surface and elevated roads from Grand Central Station, New York, to East 34th Street ferry, connecting with Long Island City station of the Long Island railroad. Also by subway from Grand Central Station to Flatbush avenue, Brooklyn, thence by Long Island railroad *via* Jamaica; also Pennsylvania Station, 7th Ave. and 33d Street, New York City, *via* Jamaica.

The time table is subject to frequent change, but morning trains to Kings Park leave at about nine and eleven a. m., and returning from Kings Park leave at about four and six-fifty p. m. Sunday trains leave the city at about nine and eleven a. m. and returning leave Kings Park at about, four-twenty, six-thirty, and eight-fifty p. m.

Visiting days: Wednesdays, Sundays and holidays, nine a. m. to five p. m.

Hospital Long Distance Telephone, 11 Kings Park.

New York City office, Hall of Records, Room 703, corner of Center and Chambers Streets.

Telephone, 4424 Worth

## Manhattan State Hospital

Ward's Island,

New York City

Date of opening 1905

## Board of Managers

ROBERT ABRAHAMS, M. D., *President*, 336 West 88th St., New York City  
 GUSTAV SCHOLER, M. D., *Secretary*, 10 Jumel Terrace, New York City  
 JACOB KATZ, - - - - - 315 West 99th St., New York City  
 JACOB OSHLAG, M. D., - - - - 1060 Madison Ave., New York City  
 MARTIN COHEN, M. D., - - - - 1 West 85th St., New York City  
 Mrs. JULIA KEMP WEST,

Hotel Buckingham, 50th St. and Fifth Ave., New York City

Mrs. THOMAS HUGHES KELLY,

Hotel Buckingham, 50th St. and Fifth Ave., New York City

## Resident Officers

MARCUS B. HEYMAN, M. D., - - - - -	<i>Medical Superintendent</i>
HERMAN C. EVARTS, M. D., <i>First Asst. Physician</i> (Women's Division)	
JOHN T. W. ROWE, M. D., <i>First Asst. Physician</i> (Men's Division)	
MORTIMER W. RAYNOR, M. D., - - - - -	<i>Director of Clinical Psychiatry</i>
WILLIAM J. TIFFANY, M. D., - - - - -	<i>Pathologist</i>
JOHN R. KNAPP, M. D., - - - - -	<i>Senior Asst. Physician</i>
PHILIP SMITH, M. D., - - - - -	<i>Senior Asst. Physician</i>
RALPH P. FOLSOM, M. D., - - - - -	<i>Senior Asst. Physician</i>
ARTHUR M. PHILLIPS, M. D., - - - - -	<i>Senior Asst. Physician</i>
CHESTER WATERMAN, M. D., - - - - -	<i>Senior Asst. Physician</i>
JAMES P. KELLEHER, M. D., - - - - -	<i>Senior Asst. Physician</i>
ISAAC FURMAN, M. D., - - - - -	<i>Senior Asst. Physician</i>
RAYMOND G. WEARNE, M. D., - - - - -	<i>Senior Asst. Physician</i>
ELIZABETH S. HELLWEG, M. D., - - - - -	<i>Senior Asst. Physician</i>
WILLIAM JAMISON, M. D., - - - - -	<i>Asst. Physician</i>
LOUIS S. LONDON, M. D., - - - - -	<i>Asst. Physician</i>
HENRY C. SZETO, M. D., - - - - -	<i>Asst. Physician</i>
MICHAEL P. LONERGAN, M. D., - - - - -	<i>Asst. Physician</i>
JOSEPH H. GLOBUS, M. D., - - - - -	<i>Asst. Physician</i>
CARL SCHWAN, M. D., - - - - -	<i>Asst. Physician</i>
ANNA E. HUTCHINSON, M. D., - - - - -	<i>Asst. Physician</i>
(Vacancy) - - - - -	<i>Asst. Physician</i>
HOMER L. DAY, M. D., - - - - -	<i>Medical Interne</i>
SAMUEL WITT, M. D., - - - - -	<i>Medical Interne</i>
JOSEPH H. WELCH, M. D., - - - - -	<i>Medical Interne</i>
MENDES S. WECHSLER, M. D., - - - - -	<i>Medical Interne</i>
MANUEL D. MOYSE, M. D., - - - - -	<i>Medical Interne</i>

## MANHATTAN STATE HOSPITAL—CONTINUED

MARY MACLACHLAN, M. D.,	-	-	-	-	Medical Interne
LOUIS HAUSMAN, M. D.,	-	-	-	-	Medical Interne
IRVING SPERBER, D. D. S.	-	-	-	-	Dental Interne
AMELIA MASSOPUST, R. N.,	-	-	-	-	Director Social Service
ELIZABETH PIERCE, R. N.,	-	-	-	-	Social Worker
(Vacancy)	-	-	-	-	Social Worker
(Vacancy)	-	-	-	-	Social Worker
ANN HOW, R. N.,	-	-	-	-	Principal of Training School
ANNIE F. JESTLEY, R. N.,	<i>Matron and Director of Women's Industries</i>				
MICHAEL F. BRADLEY,	-	-	-	-	Steward
(Vacancy)	-	-	-	-	Asst. Steward

No. Patients..... Men 2,584, Women 3,461, Total 6,045

Certified capacity ..... Total 5,230

No. Employees..... Men 492, Women 263, Total 755

Total acreage of grounds 245

Patients admitted from the following boroughs of Greater New York, which comprise the Manhattan State Hospital District: Manhattan, Richmond and the Bronx.

Visiting days: Mondays, Saturdays and Sundays, from one to two p. m. Accessible by steamer from foot of East 116th Street. Passes can be obtained at the hospital, or at dock, foot of East 116th Street.

All official communications in regard to the Manhattan State Hospital should be addressed to the Superintendent.

Post Office Address, Station U, New York City.

Hospital Long Distance Telephone, No. 1869 Harlem.

Private Branch Exchange System.

New York City Office, Hall of Records Building, corner of Centre and Chamber Streets, Room 703.

Telephone, 4424 Worth.

# Middletown State Homeopathic Hospital

**Middletown,**

**Orange Co.**

Date of opening, 1874

## Board of Managers

Hon. JOHN C. R. TAYLOR, <i>President</i> ,	75 Highland Ave., Middletown
FRANK DURLAND, <i>Secretary</i> ,	Chester
Hon. ALLEN W. CORWIN,	169 Wisner Ave., Middletown
Mrs. LENA H. TOWNSEND,	231 Liberty Street, Newburgh
Mrs. SUSAN TUCKERMAN,	Tuxedo
PHILIP H. MINSHULL,	7 Low Ave., Middletown
FLOYD HALSTEAD,	Goshen

## Resident Officers

MAURICE C. ASHLEY, M. D.,	<i>Medical Superintendent</i>
ROBERT C. WOODMAN, M. D.,	<i>First Asst. Physician</i>
ARTHUR S. MOORE, M. D.,	<i>Senior Asst. Physician</i>
WILLIAM E. KELLY, M. D.,	<i>Senior Asst. Physician</i>
WALTER A. SCHMITZ, M. D.,	<i>Senior Asst. Physician</i>
RAY W. MOODY, M. D.,	<i>Senior Asst. Physician</i>
SAMUEL B. POND, M. D.,	<i>Senior Asst. Physician</i>
(Vacancy)	<i>Asst. Physician</i>
(Vacancy)	<i>Asst. Physician</i>
(Vacancy)	<i>Asst. Physician</i>
(Vacancy)	<i>Asst. Physician</i>
ARCHIBALD K. BENEDICT, M. D.,	<i>Medical Interne</i>
J. HAROLD MORRIS, D. D. S.,	<i>Dental Interne</i>
(Vacancy)	<i>Medical Interne</i>
AGNES M. VALLEY, R. N.,	<i>Principal of School of Nursing</i>
HENRY J. LEONARD,	<i>Steward</i>
MARY N. SCHMITZ, R. N.,	<i>Matron</i>
MILDRED H. HURLEY,	<i>Social Worker and After-Care Agent</i>
DAN W. RICH,	<i>Pharmacist</i>

No. Patients..... Men 786, Women 1,391, Total 2,177

Certified capacity Men 616, Women 1,224, Total 1,840

No. Employees.... Men 185, Women 151, Total 336

Total acreage of grounds 543

Patients admitted from the following counties, which comprise the Middletown State Homeopathic Hospital District: Orange, Rockland, Sullivan and Ulster; and patients from any part of the State for whom homeopathic treatment is desired.

Middletown is sixty-seven miles from New York City, and may be reached by the following railways: New York, Ontario and Western; Erie; New York, Susquehanna and Western. Electric cars run between Middletown and the hospital. Public conveyances may be had at the station.

Telephone (Long Distance) No. 12

Visiting days: Every day excepting Saturdays, Sundays and legal holidays.

## Rochester State Hospital

**Rochester,****Monroe Co.**

Date of opening, July 1, 1891

*Board of Managers*

Mrs. LILLIE B. WERNER, <i>President</i> ,	399 Oxford St., Rochester
HAROLD P. BREWSTER, <i>Vice-President</i> ,	Rochester Savings Bank, Rochester
JOHN S. BRONK, <i>Secretary</i> ,	706 Wilder Building, Rochester
FREDERICK C. MALLING,	142 Portland Ave., Rochester
WILLIAM D. WOLFF, M. D.,	62 Cumberland St., Rochester
Mrs. LILLIAN H. GORSLINE,	25 East Boulevard, Rochester
MORTIMER R. MILLER,	232 Culver Road, Rochester

*Resident Officers*

EUGENE H. HOWARD, A. M., M. D.,	Medical Sup't
EZRA B. POTTER, M. D.,	First Asst. Physician
WILLARD H. VEEDER, M. D.,	Senior Asst. Physician
IRVING L. WALKER, M. D.,	Senior Asst. Physician
EVELINE P. BALLINTINE, M. D.,	Senior Asst. Physician
MARY A. NICKERSON, M. D.,	Senior Asst. Physician
SARAH G. PIERSON, M. D.,	Asst. Physician
GRACE H. GRIFFIN, M. D.,	Asst. Physician
WILFORD N. WRIGHT, M. D.,	Medical Interne
ANNA L. MACPHERSON, R. N.,	Principal School of Nursing
CALVIN L. WEST,	Steward
ALBERT F. VEEDER, Ph. G.,	Pharmacist
MINNIE I. GAINESY,	Social Worker

No. Patients ..... Men 724, Women 1,048, Total 1,772

Certified capacity. Men 508, Women 752, Total 1,260

No. Employees.... Men 124, Women 164, Total 288

Total acreage of grounds 269

Patients admitted from the following counties, which comprise the Rochester State Hospital District: Genesee, Monroe, Livingston and Orleans.

Two miles from railway stations. Accessible by electric cars of the South avenue line.

Bell Telephone Chase No. 67

Rochester Telephone Stone No. 3100

Visiting days: Tuesdays and Fridays, two to four p. m.

# St. Lawrence State Hospital

**Ogdensburg,**

**St. Lawrence Co.**

Date of opening as a State Hospital December 9, 1890

## Board of Managers

JAMES E. KELLY, <i>President</i> ,	- - - - -	Ogdensburg
ROBERT S. WATERMAN, <i>Secretary</i> ,	- - - - -	Ogdensburg
Dr. JOHN J. ROBINSON,	- - - - -	Plattsburg
Mrs. ANNIE E. DANIELS,	- - - - -	Ogdensburg
Mrs. MARY S. GOODALE,	- - - - -	Watertown
H. PUTNAM ALLEN,	- - - - -	Fulton
THOMAS DINNEEN,	- - - - -	Ogdensburg

## Resident Officers

PAUL G. TADDIKEN, M. D.,	- - - - -	<i>Medical Sup't</i>
ARTHUR G. LANE, M. D.,	- - - - -	<i>First Asst. Physician</i>
(Vacancy)	- - - - -	<i>Pathologist</i>
HYMAN L. LEVIN, M. D.,	- - - - -	<i>Senior Asst. Physician</i>
HARRY J. WORTHING, M. D.,	- - - - -	<i>Senior Asst. Physician</i>
(Vacancy)	- - - - -	<i>Senior Asst. Physician</i>
CAROLINE S. PEASE, M. D.,	- - - - -	<i>Woman Physician</i>
V. S. W. WORDEN, M. D.,	- - - - -	<i>Asst. Physician</i>
HAROLD L. GOKEY, M. D.,	- - - - -	<i>Asst. Physician</i>
CLIFFORD E. McELWAIN, M. D.,	- - - - -	<i>Asst. Physician</i>
(Vacancy)	- - - - -	<i>Asst. Physician</i>
PERCY L. SMITH, M. D.,	- - - - -	<i>Medical Interne</i>
LEO J. PALMER, M. D.,	- - - - -	<i>Medical Interne</i>
(Vacancy)	- - - - -	<i>Medical Interne</i>
CHARLES S. MURPHY, D. D. S.,	- - - - -	<i>Dental Interne</i>
G. MARION POTTER, R. N.,	- - - - -	<i>Principal, Training School</i>
JESSE A. COTTER,	- - - - -	<i>Steward</i>
FLORENCE J. FINN, R. N.,	- - - - -	<i>Social Service Worker</i>

No. Patients ..... Men 993, Women 1,289, Total 2,282

Certified capacity... Men 850, Women 1,100, Total 1,950

No. Employees ..... Men 196, Women 246, Total 442

Total acreage of grounds 1219 $\frac{1}{4}$

Patients admitted from the following counties, which comprise the St. Lawrence State Hospital District: Clinton, Essex, Franklin, Jefferson, Lewis, Onondaga, Oswego and St. Lawrence.

Hospital located three and one-half miles from the centre of Ogdensburg on the Rome, Watertown and Ogdensburg, and Rutland railways. Accessible by trolley line every twelve minutes. Public carriages may also be obtained at the railway stations.

Dispensary for nervous and mental cases referred by physicians in hospital district, and for psychoneurotic cases for psychoanalysis, Saturdays from 9 to 3.

Long Distance Bell Telephone.

Western Union Telegraph Office at Hospital.

Visiting days: Tuesdays and Fridays, one to four p. m.

## Utica State Hospital

Utica,

Oneida Co.

Date of opening, January 16, 1843

## Board of Managers

GEORGE E. DUNHAM, <i>President</i> ,	Utica
EDWARD H. COLEY, D. D., <i>Secretary</i> ,	Utica
Mrs. FREDERICK S. KELLOGG,	Utica
MISS MARY ISABEL DOOLITTLE,	Utica
FREDERICK T. PROCTOR,	Utica
WILLIAM G. MAYER,	Waterville
CLARENCE E. WILLIAMS,	Utica

## Resident Officers

RICHARD H. HUTCHINGS, M. D.,	<i>Medical Superintendent</i>
GEORGE B. CAMPBELL, M. D.,	<i>First Asst. Physician</i>
CLARENCE L. RUSSELL, M. D.,	<i>Pathologist</i>
ROSS D. HELMER, M. D.,	<i>Senior Asst. Physician</i>
ROBERT F. ZIMMERMAN, M. D.,	<i>Senior Asst. Physician</i>
AUGUST E. WITZEL, M. D.,	<i>Senior Asst. Physician</i>
CLARA SMITH, M. D.,	<i>Senior Asst. Physician</i>
JOHN J. LEARY, M. D.,	<i>Asst. Physician</i>
WM. W. ROOT, M. D.,	<i>Asst. Physician</i>
RICHARD H. HUTCHINGS, JR., M. D.,	<i>Asst. Physician</i>
JOSEPH R. CHARLES, D. D. S.,	<i>Dentist</i>
KOPLAND K. MARKOFF, M. D.,	<i>Medical Interne</i>
MANLEY B. ROOT, M. D.,	<i>Medical Interne</i>
LEWIS WEBB,	<i>Steward</i>
LENA KRANZ, R. N.,	<i>Principal of Training School</i>
EVA M. SCHIED, R. N.,	<i>Social Worker</i>
WALTER TYLER, Ph. G.	<i>Pharmacist</i>

No. Patients..... Men 862, Women 967, Total 1,829

Certified capacity. Men 670, Women 730, Total 1,400

No. Employees... Men 192, Women 174, Total 366

Total acreage of grounds 1,402

Patients admitted from the following counties, which comprise the Utica State Hospital District: Fulton, Hamilton, Herkimer, Montgomery, Oneida, Saratoga, Schenectady and Warren.

One one-half miles from the Union Railway station. Take electric car at station, transferring at LaFayette Street to Rome, Whitesboro or New York Mills line. Stop at junction of Court and Whitesboro streets.

Hospital Long Distance Telephone, No. 945.

Visiting days: Mondays and Fridays, except holidays.

# Willard State Hospital

**Willard,**

**Seneca Co.**

Date of opening, October 16, 1869

## Board of Managers

FRED J. MANRO, <i>President</i> ,	Auburn
JOHN M. QUIRK, M. D., <i>Secretary</i> ,	200 Seventh Street, Watkins
MTS. ANNIE LAURIE STEWART,	125 E. Buffalo Street, Ithaca
CHARLES R. PHILLIPS,	Hornell
WILLIAM T. MORRIS,	Penn Yan
MTS. ANNA AUGUSTA HORTON,	Ovid, N. Y.
THOS. J. CLARY,	Seneca Falls

## Resident Officers

ROBERT M. ELLIOTT, M. D.,	Medical Sup't
THOMAS J. CURRIE, M. D.,	First Asst. Physician
WM. H. MONTGOMERY, M. D.,	Senior Asst. Physician
LOUIS T. WALDO, M. D.,	Senior Asst. Physician
GORDON PRIESTMAN, M. D.,	Senior Asst. Physician
RALPH S. PETTIBONE, M. D.,	Senior Asst. Physician
WIRT C. GROOM, M. D.,	Asst. Physician
HOMER I. REXFORD, M. D.,	Asst. Physician
MARY H. SMITH, M. D.,	Asst. Physician
CHARLOTTE B. MACARTHUR, M. D.,	Asst. Physician
(Vacancy)	Medical Interne
(Vacancy)	Medical Interne
F. ERWIN DOWD,	Dental Interne
FRANK L. WARNE,	Steward
MARY J. MERRIMAN, R. N.,	Principal of Training School
HENRY SCHMELZ,	Pharmacist
RACHEL FORD,	After-Care Agent

No. Patients..... Men 1,255, Women 1,329, Total 2,584

Certified capacity.. Men 1,016, Women 1,098, Total 2,114

No. Employees.... Men 254, Women 251, Total 505

Total acreage of grounds 1,217

Patients admitted from the following counties, which comprise the Willard State Hospital District: Allegany, Cayuga, Onondaga, Ontario, Schuyler, Seneca, Steuben, Tompkins, Wayne and Yates.

Accessible from the east, by New York Central and Hudson River railway (Auburn branch from Syracuse to Geneva); from the west, *via* New York Central and Hudson River railway, from Rochester (Auburn branch) to Geneva, or *via* Lehigh Valley railway; from the north, Lyons to Geneva, *via* Fall Brook railway; from the south, *via* Lehigh Valley railway.

This hospital is most conveniently reached by the Ithaca branch of Lehigh Valley railroad from Hayt's Corners.

Hospital Long Distance Telephone, Willard, N. Y.

Telegraph office at Hospital.

Visiting days: Every day from nine a. m. to five p. m.

HOSPITALS  
FOR CRIMINAL INSANE



# Dannemora State Hospital

(For male convicts declared insane while serving a sentence for a felony).

Under the management of the Superintendent of State Prisons.

**Dannemora,**

**Clinton Co.**

## *Resident Officers*

JOHN R. ROSS, M. D.,	-	-	-	-	<i>Medical Sup't</i>
BLAKELY R. WEBSTER, M. D.,	-	-	-	-	<i>First Asst. Physician</i>
HAROLD R. ROBERT, M. D.,	-	-	-	-	<i>Senior Asst. Physician</i>
THEODORE D. REED, M. D.,	-	-	-	-	<i>Asst. Physician</i>
(Vacancy)	-	-	-	-	<i>Medical Interne</i>
JAMES H. KURTZ,	-	-	-	-	<i>Steward</i>

No. Patients..... Men 520, Women 0, Total 520

No. Employees..... Men 102, Women 12, Total 114

Located at Dannemora, N. Y., on the Chateaugay branch of the Delaware and Hudson railroad, 20 miles from Plattsburgh.

Long Distance Telephone "State Hospital."

Visiting days: Every day except Sundays and holidays, two to four p. m.

# Matteawan State Hospital

(For insane committed by orders of courts of criminal jurisdiction and for persons convicted of petty crimes or misdemeanors—not felons—becoming insane while undergoing sentence; also patients in other State hospitals still exhibiting criminal tendencies.)

Under the management of the Superintendent of State Prisons.

**Beacon, (Formerly Fishkill-on-Hudson)**

**Dutchess Co.**

### *Resident Officers*

RAYMOND F. C. KIEB, M. D.,	-	-	-	-	-	<i>Medical Sup't</i>
JOSEPH W. MOORE, M. D.,	-	-	-	-	-	<i>First Asst. Physician</i>
GEORGE A. SHARP, M. D.,	-	-	-	-	-	<i>Senior Asst. Physician</i>
LEWIS J. SMITH, M. D.,	-	-	-	-	-	<i>Senior Asst. Physician</i>
A. STUART FERGUSON, M. D.,	-	-	-	-	-	<i>Asst. Physician</i>
GEORGE T. POLK, M. D.,	-	-	-	-	-	<i>Asst. Physician</i>
(Vacancy)	-	-	-	-	-	<i>Medical Interne</i>
W. A. THOMAS,	-	-	-	-	-	<i>Steward</i>

No. Patients..... Men 738, Women 122, Total 860

No. Employees... Men 139, Women 40, Total 179

Fifty-eight miles from New York city, on the New York Central and Hudson River railway. It is also accessible by the West Shore and the Erie, to Newburg; thence by ferry to Beacon. The institution may be reached from the Hudson River railroad station, by an electric railway, which runs within one-half mile of the hospital; also public conveyances at the station.

Telephone, 236.

Visiting days: Every day except Sundays and holidays, two to five p. m.

## LICENSED INSTITUTIONS

# RECEIVED INSTITUTIONS

# Society of the New York Hospital

## Bloomingdale Hospital,

## White Plains, N. Y.

No. of Patients..... Men 143, Women 166, Total 309

WILLIAM L. RUSSELL, M. D.,	- - - -	Medical Sup't
CHARLES I. LAMBERT, M. D.,	- - - -	First Asst. Physician
GEORGE S. AMSDEN, M. D.,	- - - -	Second Asst. Physician
ROSE PRINGLE, M. D.,	- - - -	Woman Physician
KARL M. BOWMAN, M. D.,	- - - -	Asst. Physician
GEORGE W. HENRY, M. D.,	- - - -	Asst. Physician
JOSEPH EIDSON, M. D.,	- - - -	Asst. Physician
HARRY M. PFEIFFER, M. D.,	- - - -	Asst. Physician
JAMES J. WAYGOOD, M. D.,	- - - -	Asst. Physician
RAYMOND S. CRISPELL, M. D.,	- - - -	Medical Interne

SAMUEL B. LYON, M. D., *Emeritus Medical Sup't*

Accessible by Harlem railway, the New York, Westchester and Boston railway, and trolley. Preference given to applications for the admission of curable patients, many of whom are received for less than remunerative rates or free. Voluntary as well as committed patients are received. The hospital is dependent for support almost entirely upon receipts from private patients to whom it offers superior accommodations and care.

Long Distance Telephone, No. 2000 White Plains.

New York office, 8 W. 16th Street, at noon.

New York Telephone, 8700 Chelsea.

## Dr. Bolton's Home

### Beacon,

### Dutchess Co.

JAMES R. BOLTON, M. D., - - - - *Physician in Charge*

A private home for nervous invalids and selected cases of nervous and mental diseases. Only female cases received. Number limited to four. Opposite the city of Newburgh. One and one-half hours from New York City, via the New York Central and Hudson River Railroad. Trains arrive and depart every two hours daily.

Long Distance Telephone

## Dr. Bond's House

960 North Broadway.

**Yonkers,**

**Westchester Co.**

GEORGE F. M. BOND, M. D., *Owner and Physician in Charge*

ASHLEY SCOVEL, M. D., - - - - - *Assistant Physician*

On North Broadway overlooking the Hudson river. Accessible in thirty minutes from New York city *via* N. Y. Central and Hudson River R. R., or by subway. From subway, 242d Street, New York City, take Park avenue car to Roberts avenue. From R. R. station in Yonkers, take Park avenue trolley to Palisade and Roberts avenue, walk west one block to North Broadway, and north on North Broadway, a walk of seven minutes.

Number of patients limited to eight. Prices for all services, including hydrotherapy, on application.

Local and Long Distance Telephone, 883 Yonkers..

## Breezehurst Terrace

**Whitestone,**

**Long Island, N. Y. City**

D. A. HARRISON, M. D., - - - - - *Consulting Physician*

D. R. LEWIS, M. D., - - - - - *Physician in Charge*

S. EDWARD FRETZ, M. D., - - - - - *Clinical Assistant*

Direct electric train service from New York City, Pennsylvania Station, time 35 minutes. By motor, Queensboro Bridge. By trolley, Queensboro Bridge and change at Flushing. From Brooklyn, either by trolley to Corona, or Subway to Manhattan, and *via* Long Island Railroad. Number limited to 35. Voluntary patients (alcoholic and drug habitues) received.

Motor sent for patients. The sanitarium is ten minutes from railroad station.

New York office, 58 Central Park West, corner of 66th Street, near Subway.

New York City 'phone, 260 Columbus.  
Sanitarium Telephone, 213-J Flushing.

## Brigham Hall Hospital

**Canandaigua,**

**Ontario Co.**

ROBERT G. COOK, M. D., - - - *Physician in Charge*

HENRY C. BURGESS, M. D., - - - *Assistant Physician*

Situated on Bristol street, one mile from the New York Central and Northern Central and Rochester and Eastern stations. Accessible by public taxicabs. Number of patients limited to seventy.

Telephone, Brigham Hall.

## Dr. Brooks' House

**Rye,**

**Westchester Co.**

SWEPSON J. BROOKS, M. D., - - - *Physician in Charge*

A private sanitarium for the care of mental, neurological, alcoholic and drug cases. Number limited to 7. Rates on application.

Long Distance Telephone

## Dr. Combes' Sanitarium

**Corona,**

**New York City**

E. T. MURRAY, M. D., - - - *Physician in Charge*

J. J. MULCAHY, M. D., - - - *Asst. Physician*

The Sanitarium is located at the juncture of Jackson and Astoria Aves., Corona, overlooking Flushing Bay and may be reached as follows: from Manhattan take Flushing or Flushing Bridge trolley car at Queensboro Bridge, 59th Street and 2nd Avenue (loop 2); from Brooklyn take Grand Street trolley car to Jackson Avenue, then Flushing or Flushing Bridge trolley car to Institution. Number of patients limited to 46.

Rates on application.

Telephone, Newtown 1077.

## Craig House

### Beacon,

### Dutchess County

CLARENCE J. SLOCUM, M. D.      }  
EDWARD G. STOUT, M. D.      } *Physicians in Charge*

Craig House sanitarium consists of two properties of exceptional beauty, Craig House and Wodenethe, located on the southern edge of Beacon, overlooking the Hudson River. Craig House accommodates sixteen patients and Wodenethe has accommodations for fifteen. Both voluntary and committed cases are received. The highest grade of care is provided for mental invalids.

Beacon is on the east bank of the Hudson, fifty-eight miles from New York City, on the main line of the New York Central Railroad. The sanitarium is two miles from the railway station.

Telephone, 80 and 138 Beacon.

New York office: 616 Madison Avenue.

Hours: 2 to 4 Monday and Wednesday afternoons.

Telephone Plaza 1470.

## Genesee Sanitarium

### Syracuse,

### Onondaga Co.

HERSEY G. LOCKE, M. D.,      - - - - - *Physician in Charge*  
CHAUNCEY N. GRAVES,      - - - - - *Resident Physician*

Located at 915 West Genesee street. A private institution for the care of mental and nervous affections, drug and alcoholic addicts. Number of patients limited to 14.

Terms on application.

Long Distance Telephone, James 1084

## Glenmary

### Owego,

### Tioga Co.

ARTHUR J. CAPRON, M. D.,      - - - - - *Physician in Charge*

A private sanitarium for the care and treatment of selected cases of mild mental and nervous diseases. Special treatment for drug addiction and alcoholism. Excellent accommodations for feeble-minded cases. Detached cottages for suitable cases.

About one mile from railroad stations, where public carriages may be obtained. Accessible by Erie, Delaware, Lackawanna and Western and Lehigh Valley railroads. Number of patients limited to 50. Terms on application.

Long Distance Telephone, 77, Owego, N. Y.

## Greenmont-on-the-Hudson

**Post Office, Ossining,**

**Westchester Co.**

RALPH WAIT PARSONS, M. D.,

*Physician in Charge*

Location, one mile from the New York Central R. R. station at Ossining. Only selected cases of mental or nervous diseases received. Number of patients accommodated limited to three. Only women are admitted. House is conducted on the private family plan. Rates for board, services of special nurse, medical care and treatment, on application. Enquiries may be made, or interviews may be arranged by telephone.

P. O. and telegraph address, Ossining, N. Y.

Long Distance Telephone, 365, Ossining, N. Y.

## Interpines

**Goshen,**

**Orange Co.**

FREDERICK W. SEWARD, M. D., - - - *Physician in Charge*

FREDERICK W. SEWARD, Jr., M. D., - - - *Assistant Physician*

Licensed to care for fifty-six patients

Sixty miles from New York city, on the Erie railway.

Long Distance Telephone, Goshen 117.

## Dr. Kellogg's House

**Riverdale,**

**New York City**

THEODORE H. KELLOGG, M. D., - - - *Physician in Charge*

Located on the corner of Riverdale Lane and Albany Post Road, opposite Van Cortlandt Park parade ground.

To be reached by Broadway subway to 242d St., and then Broadway trolley to 253d St., one block from the house. Number of patients limited to seven.

Rates \$75 per week, including a trained nurse.

Address letters to Dr. Theo. H. Kellogg, Riverdale, New York city.

Office phone, No. 36 Kingsbridge, New York City.

## Knickerbocker Hall

**Amityville,****Long Island**W. M. T. LOUDEN, - - - - - *Proprietor*W. M. E. SYLVESTER, M. D., - - - - - *Physician in Charge*

A private sanitarium devoted to the care and treatment of nervous and mild mental affections. Conducted upon the family plan. Number limited to 31. Terms on application.

Located on the south side of Long Island on the Great South Bay.

Reached from the Pennsylvania Station, 33d St. and 7th Ave., N. Y. C., or from E. 34th St. Ferry. N. Y. C. via Long Island City, or from the Flatbush Ave. Station, Brooklyn (Subway terminal).

Automobile sent for patients on application.

Telephone, 370 Amityville.

## Long Island Home

**Amityville,****Long Island**O. J. WILSEY, M. D., - - - - - *Physician in Charge*

Thirty-two miles from New York, reached by automobile via Merrick Road or by the Montauk division of the Long Island railroad from Flatbush Avenue station, Brooklyn, East 34th street Ferry via Long Island City or from Pennsylvania station, Manhattan. Five minutes from station. Number limited to 138.

Long Distance Telephone, No. 2 Amityville.

## Dr. Lyon's Sanitarium

**Binghamton,****Broome Co.**CHARLES G. LYON, M. D., - - - - - *Physician in Charge*

A private sanitarium devoted to the care and treatment of selected cases of mild mental and nervous diseases. Number limited to 10 patients. Terms on application.

Long Distance Telephone, 621-W Binghamton, N. Y.

## Dr. MacDonald's House

**Central Valley,**

**Orange Co.**

CARLOS F. MACDONALD, M. D.,

*Proprietor and Physician in Charge*

T. D. MACDONALD, M. D.,

*Associate Physician*

One mile from Central Valley Station on the Newburgh branch of the Erie railway, 49 miles from New York City *via* Hudson Tunnels, Chambers and West 23d Street Ferries and fourteen miles from Beacon, on New York Central Railway *via* ferry to Newburgh, and Erie Railway to Central Valley. Harriman, on the main line of the Erie Railway, is but two and a half miles distant. Dr. MacDonald's conveyance will meet visitors at the railway stations if due notice is given. Only selected cases of mental and nervous diseases received. Number limited to 24.

Rates, etc., may be ascertained on application to Dr. MacDonald at his New York office, 15 East 48th Street, on Mondays, Wednesdays and Fridays, 10 to 12 o'clock, and by appointment or at the sanitarium.

New York Telephone, Murray Hill 7261

Long Distance Telephone, No. 63 Central Valley.

Western Union Telegraph.

## Marshall Sanitarium

**Troy,**

**Rensselaer Co.**

CHRISTOPHER J. PATTERSON, M. D.,

*Physician in Charge*

(Vacancy)

*Assistant Physician*

Situated on Linden ave., one mile from Union railway station. Accessible from depot and from all parts of the city by the Albion line of electric street cars. Number of patients limited to 90.

Rates on application.

Long Distance Telephone.

## The Pines

## Auburn,

## Cayuga Co.

FREDERICK SEFTON, M. D.,

*Physician in Charge*

WILFRED SEFTON, B. S., M. D.,

*Assistant Physician*

Licensed in 1891.

Accessible by the New York Central and Hudson River railway, and the Lehigh Valley railway. Two and a half hours by rail from Rochester, four from Albany and Buffalo, seven from New York city.

Minimum weekly rate for care, treatment and maintenance, \$60.00.

Telephone, No. 261.

## Providence Retreat

## Buffalo,

## Erie Co.

(Under the charge of the Sisters of Charity.)

JOHN J. TWOHEY, M. D., - - - - *Physician in Charge*JOSEPH F. SHANAHAN, M. D., - - - - *Assistant Physician*

Located on Main street, corner of Kensington avenue. Distance from Union railway station, four miles. Accessible by electric street car line. Minimum rate for care and treatment of private patients, \$20 per week. Licensed to care for 200 patients.

Long Distance Telephone, Crescent 49

## River Crest

## Astoria, L. I.,

## New York City

WM. ELLIOTT DOLD, M. D., - - - - *Physician in Charge*WARD SAMPSELL, M. D., - - - - *Senior Assistant Physician*LEONARD M. BROWN, M. D., - - - - *Junior Assistant Physician*A private Sanitarium, situated in Astoria, L. I., opposite the foot of East 108th St., New York City. Very accessible from any part of the Greater City *via* automobile, subway or elevated railroad. At the Grand Central Station, 42d St., take the Astoria car, Queensboro tube for Ditmars Ave., (terminus of the road.) The Sanitarium is five minutes walk from this station. River Crest can be quickly reached *via* the 2d Avenue elevated across the Queensboro Bridge to Ditmars Ave., Address Astoria, L. I. Rates for care and treatment, including hydrotherapy, electrotherapy, etc., on application. Number limited to 132. Sanitarium 'phone, Astoria 820. Automobile sent for patients if desired.

New York City office, 616 Madison Avenue, corner of 58th Street, 3 to 4 daily. Telephone, 1470 Plaza.

## St. Vincent's Retreat

(Under the charge of the Sisters of Charity)

### Harrison,

### Westchester Co.

SWEPSON J. BROOKS, M. D.,	<i>Physician in Charge</i>
LEON E. PEELER, M. D.,	<i>Associate Physician</i>
(Vacancy)	<i>Assistant Physician</i>
H. ERNST SCHMID, M. D.,	<i>Consulting Physician</i>

For women only. Fifty minutes from New York on the New York, New Haven & Hartford railway. Trains leave Grand Central Station, New York city, for Harrison, every hour, from 9 a. m. to 7 p. m. Number of patients limited to 150. Applications for admission should be made to the Sister in Charge, at St. Vincent's Retreat.

Long Distance Telephone, 502 Rye.

## Sanford Hall

### Flushing,

### New York City

W. STUART BROWN, M. D.,	<i>Physician in Charge</i>
(Vacancy)	<i>Assistant Physician</i>

Situated about one-fourth of a mile from the Main Street Station of the Long Island railroad, and easily accessible by carriage or automobile from any part of Greater New York. To reach Flushing from Borough of Manhattan, take Long Island railroad from Pennsylvania Station to Main Street, Flushing, or take Flushing trolley from Queensboro Bridge. From the Borough of Brooklyn, the most convenient route is by the Myrtle Avenue Elevated to Fresh Pond Station, and from there to Flushing by trolley.

Consultation in Borough of Manhattan, by appointment. Number of patients limited to 44. Rates on application.

Telephone, 17 Flushing.

## Spring Hill Sanitarium

### Hastings-on-Hudson,

### Westchester Co.

D. W. MCFARLAND, M. D.,

*Superintendent*

G. F. WASHBURNE, M. D.,

*Physician in Charge*

Situated in a private estate of 53 acres overlooking the Hudson River, one mile from station on N. Y. Central lines. Forty minutes from Grand Central station. Entrance on Broadway at Main Street. Easily accessible from New York City via Broadway. Taxi service from station. For the care, treatment and custody of selected cases of mild mental, nervous and habit cases.

Number of patients limited to 25. Rates \$40 to \$100 per week. Inspection invited. Appointments at the sanitarium and in New York City may be arranged by telephone. Western Union telegraph.

Telephone, 800 Hastings-on-Hudson.

## United States Public Health Service Hospital No. 28

(For Discharged Soldiers, Insane Beneficiaries of the  
Bureau of War Risk Insurance)

### Dansville, N. Y.,

### Livingston Co.

DONALD L. ROSS,

*Surgeon (Reserve) in Charge*

MELVIN J. TAYLOR,

*Surgeon (Reserve)*

PHILIP B. MATZ,

*Surgeon (Reserve)*

WM. B. KENNA,

*P. A. Surgeon (Reserve)*

WM. A. MACINTYRE,

*P. A. Surgeon (Reserve)*

GEORGE R. STALTER,

*Acting Assistant Surgeon*

A. R. PILLSBURY,

*Acting Assistant Surgeon*

WALTER G. DOHERTY,

*Past Asst. Dental Surgeon (Reserve)*

First patient admitted May 10, 1919. Census July 1, 1920—210

Dansville is located on the main line of the Delaware and Lackawanna Railroad from New York to Buffalo. Can also be reached over the Erie and Dansville and Mount Morris Railroads from Rochester.

## Waldemere

### Mamaroneck,

### Westchester Co.

E. N. CARPENTER, M. D., - - - *Physician in Charge*  
 W. B. CUNNINGHAM, M. D., - - - *Assistant Physician*

Thirty minutes from New York city on the New York, New Haven R. R. Trains leave New York city on the hour and half hour. Accessible also by trolley from New York city.

Waldemere is one mile from Mamaroneck depot, where carriages may be taken or local street railway. Number of patients limited to 12. House is conducted on the private family plan and only selected cases of mental and nervous diseases or drug addiction received.

Rates may be ascertained on application to Dr. Carpenter at his New York office, 58 Central Park West, (corner 66th street) from 9 to 11 a. m. (except Sundays) and by appointment, or at Mamaroneck.

New York Telephones, 260 Columbus, 2887 Columbus.  
 Mamaroneck Telephone, 31 Mamaroneck.

## West Hill

### Fieldston Road between Riverdale Avenue and

### Broadway at 252d Street, . . . New York City

FLAVIUS PACKER, M. D., - - - *Physician in Charge*  
 HERMAN E. SCHORR, M. D., - - - *Assistant Physician*  
 AUGUSTUS B. DYKEMAN, M. D., - - - *Assistant Physician*

A private sanitarium in New York city, opposite and overlooking the Van Cortlandt Park parade ground. Built on the cottage plan.

Number of patients limited to twenty-three. Separate cottages if desired. Reached most conveniently by Broadway subway express trains to Van Cortlandt Park station. Short walk or trolley to the sanitarium. Greystone house and cottages of the sanitarium on the hill west of 252d Street. By New York Central Railroad to Riverdale; ten minutes' drive from station. Easily accessible by automobile or carriage from New York or Yonkers.

Telegraph and Post Office Address, West Hill,  
 Riverdale, New York City.

Telephone:  
 40 Kingsbridge, New York City.

The White Oak Farm, at Pawling, N. Y., is now open for the reception of patients, under the management of the physicians at West Hill. Cottage plan.

Telephone, 20 Pawling



# THE INSANITY LAW

THE  
WANTAWI

# THE INSANITY LAW

Revised to July 1, 1920

AN ACT in relation to the insane, constituting chapter twenty-seven of the consolidated laws.

*The People of the State of New York, represented in Senate and Assembly, do enact as follows:*

## Chapter 27 of the Consolidated Laws

### INSANITY LAW

Article 1. Short title; definitions (§§ 1, 2).  
2. State commission in lunacy (§§ 3-19).  
3. Institutions for the care, treatment and custody of the insane (§§ 40-66).  
4. Commitment, custody and discharge of the insane (§§ 80-99).  
5. Retirement of state hospital employees (§§ 110-122).  
6. Matteawan state hospital for insane criminals (§§ 130-145).  
7. Dannemora state hospital for insane convicts (§§ 150-163).  
8. Pathological hospital and institute (§§ 170-172).  
9. Laws repealed; when to take effect (§§ 190, 191).

### ARTICLE I

#### Short Title: Definitions

Section 1. Short title.  
2. Definitions.

§ 1. Short title. This chapter shall be known as the "Insanity Law."

§ 2. Definitions. Poor person. The term "poor person," when used in this chapter, means a person who is unable to maintain himself and having no one legally liable and able to maintain him.

Indigent person. The term "indigent person," when used in this chapter, means one who has not sufficient property to support himself while insane, and the members of his family lawfully dependent upon him for support.

Institution. The term "institution," when used in this chapter

means any hospital, asylum, building, buildings, house or retreat, authorized by law to have the care, treatment or custody of the insane.

Commission. The term "commission," when used in this chapter, means the state commission in lunacy, designated as the state hospital commission.

Patient. The term "patient," when used in this chapter, means an insane person committed to an institution according to the provisions of this chapter. (Thus amended by chapter 121, Laws of 1912).

## ARTICLE II

### State Hospital Commission

Section 3. Appointment, qualifications, terms of office and salaries of commissioners.

4. Office and clerical force of commission; medical inspector.
5. Official seal and execution of papers.
6. General powers.
7. General powers as to state hospitals.
8. Official visits.
9. Visitation and inspection of certain institutions.
10. Regulations and forms.
11. Annual report.
12. State hospital districts; how defined.
13. Change of hospital districts and reassignment of patients.
14. Record of medical examiners.
15. Record of patients.
16. Institutions to furnish information to commission.
17. Commission to provide for the prospective wants of the insane.
18. Hospital attorneys. (Repealed by Chap. 768, L. 1911.)
19. Bureau of deportation for examination of insane, idiotic, imbecile and epileptic immigrants, alien and non-resident insane, and to attend to the deportation or removal thereof; power and duties. (Thus amended by chapter 121, Laws of 1912).

§ 3. Appointment, qualifications, terms of office and salaries of commissioners. There shall continue to be a state commission in lunacy, to be designated the state hospital commission, consisting of three members, to be designated state hospital commissioners, all of whom shall be citizens of this state. One of them shall be a reputable physician, a graduate of an incorporated medical college, of at least ten years' experience in the actual practice of his profession, who has had

five years' actual experience in the care and treatment of the insane in an institution for the insane. One of such commissioners shall be a reputable attorney and counsellor-at-law in the courts of this state of not less than ten years' standing. The third commissioner shall be a reputable citizen. The medical commissioner shall receive an annual salary of seven thousand five hundred dollars, and twelve hundred dollars in lieu of his traveling and incidental expenses, payable semi-monthly. Each of the other commissioners shall receive an annual salary of five thousand dollars, and twelve hundred dollars, in lieu of his traveling and incidental expenses, payable semi-monthly. The commission shall choose one of its members to be chairman thereof. The medical member of the commission shall hold office during good behavior. The full term of office of a commissioner other than the medical commissioner shall be six years. Any commissioner may be removed by the governor for cause, stated in writing, after an opportunity has been given him to be heard thereon. The commissioners shall be appointed by the governor, by and with the advice and consent of the senate. The commissioners in lunacy now in office shall be continued as state hospital commissioners for the respective terms for which they were appointed. (Thus amended by chapter 121, Laws of 1912).

§ 4. Office and clerical force of commission; engineers, medical and other inspectors. The commission shall be provided by the proper authorities with a suitably furnished office in the state capitol. It may employ a secretary, a stenographer, inspectors, engineers and such other employees as may be necessary. The salaries and reasonable expenses of the commission, inspectors, engineers, experts and of the necessary clerical assistants shall be paid by the treasurer of the state on the warrant of the comptroller, out of any moneys appropriated for the support of the insane.

The commission may also appoint a medical inspector, who shall be a well educated physician, a graduate of an incorporated medical college, and who shall have had at least five years' actual experience in an institution for the care and treatment of the insane. Such inspector shall receive an annual salary to be fixed by the commission subject to the approval in writing of the governor and the action of the legislature, not to exceed five thousand five hundred dollars, and all his actual and necessary traveling expenses incurred by him in the performance of his duties, which shall be audited and paid in the same manner as the other expenses of the commission. He shall, subject to the direction of the commission, visit and inspect the several state hospitals and other institutions for the insane which are subject to the supervision, visitation and inspection of the commission. He shall,

subject to the direction of the commission, make an examination, so far as the circumstances may permit, of the patients confined in such hospitals and institutions, especially those admitted thereto since his preceding visit, giving such as may request it suitable opportunity to converse with him apart from the officers and attendants. He shall perform such other duties as may be prescribed and directed by the commission. The commission may employ such other experts, regularly or from time to time, as may be necessary to enable it to advise the purchasing committee and the state hospitals as to purchasing, handling and consumption of supplies; the operation of the farms, and engineering matters.

The commission shall furnish the purchasing committee clerical and advisory help. Expenses of the purchasing committee shall be apportioned by the commission among the hospitals on such basis as it deems equitable. (Thus amended by chapter 121, Laws of 1912).

§ 5. Official seal and execution of papers.—The commission shall have an official seal. Every process, order or other paper issued or executed by the commission, may, by the direction of the commission, be attested, under its seal, by its secretary or by any member of the commission, and when so attested shall be deemed to be duly executed by the commission.

§ 6. General powers.—The commission is charged with the execution of the laws relating to the custody, care and treatment of the insane, as provided in this chapter, not including feeble-minded persons and epileptics as such and idiots. They shall examine all institutions, public and private, authorized by law to receive and care for the insane, and inquire into their methods of government and the management of all such persons therein. They shall examine into the condition of all buildings, grounds and other property connected with any such institution, and into all matters relating to its management. For such purpose each commissioner shall have free access to the grounds, buildings and all books and papers relating to any such institution. All persons connected with any such institution shall give such information, and afford such facilities for any such examination or inquiry as the commissioners may require. The commission may, by order, appoint a competent person to examine the books, papers and accounts, and also into the general condition and management of any institution to the extent deemed necessary and specified in the order. The commission may endeavor to secure legislation from congress to provide more effectually for the removal of alien and non-resident insane and may expend a reasonable sum therefor from the moneys appropriated for the use of the hospitals. The commission may permit any religious or missionary corporation or society to erect

a building on the grounds of any state hospital, for the holding of religious services, to be used exclusively for the benefit of the inmates and employees of the state hospital, subject to such conditions as may be imposed by the commission.

§ 7. General powers as to state hospitals.—The commission shall, subject to the powers hereinafter granted to boards of managers:

1. Have the general oversight of the state hospitals, and the control of all the property thereof; transfer such old machinery, boilers or equipment as are not needed by the state hospital in which the same is located to some other state hospital having use for such machinery, or sell or dispose of the same or any metal or rags, in the discretion of the commission, the money received therefor to be paid into the state treasury, and see that the purposes of such hospitals are carried into effect by the boards of managers according to law. (Thus amended by chapter 349, Laws of 1916).

2. Accept and hold in behalf of the state, if for the public interest, a grant, gift, devise or bequest, of money or property, to the state of New York, to the commission in lunacy, or to any state hospital or the managers thereof, heretofore or hereafter made in trust for the maintenance or support of an insane person or persons in a state hospital or hospitals, or for any other legitimate purpose connected with any such hospital or hospitals. The commission shall cause each said gift, grant, devise or bequest to be kept as a distinct fund, and shall invest the same in the manner provided by the laws of this state as the same now exist, or shall hereafter be enacted, relating to securities in which the deposits in savings banks may be invested. But the commission may, in its discretion, deposit in a proper trust company or savings bank during the continuance of the trust, any fund so left in trust for the life of a single person, and shall adopt rules and regulations governing the deposit, transfer or withdrawal of such fund. The commission shall on the expiration of any trust as provided in any instrument creating the same, dispose of the fund thereby created in the manner provided in such instrument. The commission shall include in its annual report a statement showing what funds are so held by it and the condition thereof.

§ 8. Official visits.—The commission, or a majority thereof, shall visit every such state hospital jointly or by a majority of the commission and every such private institution by one member of the commission at least twice in each calendar year. Such visits shall be made on such days and at such hours of the day or night, and for such length of time, as the visiting commissioner may choose. But each commissioner may make such other visits as he or the commission may deem necessary. Each visit shall include, to the fullest extent deemed

necessary, an inspection of every part of each institution, and all the out-houses, places, buildings and grounds belonging thereto or used in connection therewith. The commissioners shall, from time to time, make an examination of all the records and methods of administration, the general and special dietary, the stores and methods of supply, and, as far as circumstances may permit, of every patient confined therein, especially those admitted since the preceding visit, giving such as may require it suitable opportunity to converse with the commissioners apart from the officers and attendants. They shall, as far as they deem necessary, examine the officers, attendants and other employees, and make such inquiries as will determine their fitness for their respective duties. At the next regular or special meeting of the commission, after any such a visit, the visiting commissioners shall report the result thereof, with such recommendations for the better management or improvement of any such institution, as they may deem necessary. But such recommendations shall not be contrary to the doctrines of the particular school of medicine adopted by such institutions. The commissioners shall, at least once each year, at a time to be appointed by the commission, meet the managers of such institutions, or as many of the number as practicable, in conference, and consider, in detail, all questions of management and improvement of the institution, and they or one or more of them with the managers shall inspect the institution or such parts thereof as they may deem necessary and shall also send to the managers, in writing, if approved by a majority of the commissioners, such recommendations in regard to the management and improvement of the institution as they may deem necessary or desirable.

§ 9. Visitation and inspection of certain institutions.—Any member of the commission or the medical inspector may visit any sanitarium or other institution, wherein sick or infirm persons are received, cared for or treated, for the purpose of ascertaining whether insane persons are confined therein without authority, and contrary to the provisions of law. All persons having charge of, and connected with, any such sanitarium or institution shall permit any member of the commission and the medical inspector to have free access to any portion thereof, and shall give such information and afford such facilities for inspection or inquiry, as the member of the commission, or the medical inspector making such visit and inspection, may require. (Thus amended by chapter 121, Laws of 1912.)

§ 10. Regulations and forms.—The commission shall make such regulations in regard to the correspondence of the insane in custody as in its judgment will promote their interests, and it shall be the duty of the proper authorities of each institution to comply with and

enforce such rules and regulations. All such insane shall be allowed to correspond without restriction with the county judge and district attorney of the county from which they were committed. The books of record and blank forms for the official use of the hospitals shall be uniform, and shall be approved by the commission.

§ 11. Annual report.—The commission shall, annually, report to the legislature its acts and proceedings for the year ending June thirtieth last preceding, with such facts in regard to the management of the institutions for the insane as it may deem necessary for the information of the legislature, including estimates of the amounts required for the use of the state hospitals and the reasons therefor; and also so much of the annual reports made to the commission by the State Charities Aid Association and by the boards of managers of the state hospitals as the commission may deem necessary for the consideration of the legislature. The commission shall determine from time to time the capacity of each of the state hospitals and shall incorporate a statement of such capacity in its annual report to the legislature. (Thus amended by chapter 118, Laws of 1916.)

§ 12. State hospital districts; how defined.—The state commission in lunacy shall divide the state into as many state hospital districts as there are state hospitals. No county shall be divided in such classification, unless more than one of the existing state hospitals be situated within such county. Whenever the commission shall deem it necessary to more conveniently care for the insane in the various hospitals, it may change the limits of such hospital districts. When a new state hospital shall be established, it shall again divide the state into hospital districts. Before any change or re-establishment of hospital districts shall be made, the board of managers of each hospital to be affected thereby shall be notified by the commission that they may be heard in regard thereto, at a time and place to be specified in said notice. Such hospital districts shall be so defined that the number of patients in each district shall be in proportion, as nearly as practicable, to the accommodations which are or may be provided by the state hospital or hospitals within such district. The commission may provide for the commitment of patients from any part of the city of New York to any state hospital located in the city of New York, or to the Kings Park State Hospital, or to the Central Islip State Hospital, or to the Mohansic State Hospital. (Thus amended by chapter 310, Laws of 1910.)

§ 13. Change of hospital districts and reassignment of patients.—When a change or re-establishment of state hospital districts shall be made, or a new state hospital district created, the commission shall make a report thereof, designating the counties included within each district affected thereby, and file same with the secretary of state,

and send a copy to the managers and superintendent of each state hospital affected by such change, and to each judge of a court of record, each county superintendent of the poor, and each county clerk in the state, affected by such change, to be filed in his office.

§ 14. Record of medical examiners.—Any physician who receives a certificate as a medical examiner in lunacy shall file such original certificate in the office of the clerk of the county where he resides, and forward a certified copy thereof to the office of the commission within ten days after such certificate is granted. The commission shall keep in its office a record showing the name, residence and certificate of each duly qualified medical examiner, and shall immediately file in its office, when received, each duly certified copy of a medical examiner's certificate, and advise the examiner of its receipt and filing. No examiner shall be qualified until he has received from the commission an acknowledgment of the receipt and filing of his certificate.

§ 15. Record of patients.—The commission shall keep in its office and accessible only to the commissioners, their secretary and clerk except by the consent of the commission or one of its members, or an order of a judge of a court of record, a record showing:

1. The name, residence, sex, age, nativity, occupation, civil condition and date of commitment of every patient in custody in the several institutions for the care and treatment of insane persons in the state, and the name and residence of the person making the petition for commitment, and of the persons signing such medical certificate and of the judge making the order of commitment.

2. The name of the institution where each patient is confined, the date of admission, and whether brought from home or another institution and if from another institution, the name of such institution, by whom brought, and the patient's condition.

3. The date of the discharge of each patient from such institution since the fifteenth day of May, eighteen hundred and eighty-nine, whether recovered, improved or unimproved, and to whose care committed.

4. If transferred, for what cause, and to what institution: and if dead, the date and cause of death.

§ 16. Institutions to furnish information to commission.—The authorities of the several institutions for the insane shall furnish to the commission the facts mentioned in the last preceding section, and such other obtainable facts relating thereto as the commission may from time to time, in the just and reasonable discharge of its duties require of them, with the opinion of the superintendent thereon, if requested. The superintendent or person in charge of such institutions, whether public or private, must, within ten days after the admission of an insane person thereto, cause a true copy of the

medical certificate and order on which such person shall have been received, to be made and forwarded to the office of the commission; and when a patient shall be discharged, transferred or shall die therein, such superintendent or person in charge shall, within three days thereafter, send the information to the office of the commission, in accordance with the forms prescribed by it.

§ 17. Commission to provide for the prospective wants of the insane.—The commission shall provide sufficient accommodations for the prospective wants of the poor and indigent insane of the state. To prevent overcrowding in the state hospitals, it shall recommend to the legislature the establishment of other state hospitals, in such parts of the state as in its judgment will best meet the requirements of such insane. It shall also furnish to the legislature in each year, an estimate of the probable number of patients who will become inmates of the respective state hospitals during the year beginning July first next ensuing, and, unless otherwise provided by law, an estimate of the cost of all the additional buildings and equipments, if any, which will be required to carry out the provisions of this chapter relating to the care, custody and treatment of the poor and indigent insane of the state. No money shall be expended for the erection of additional buildings, or for unusual repairs or improvements of state hospitals, except upon plans and specifications to be approved by the commission and the governor. No municipality of the state shall have the power to modify or change plans or specifications for the erection, repair or improvement of state hospital buildings or the plumbing or sewerage connected therewith. The commission may secure a blanket policy of insurance covering any or all of the buildings, property or fixtures of the state hospitals. (Thus amended by chapter 118, Laws of 1916).

§ 18. (Repealed by chapter 769, Laws of 1911, and by chapter 121 Laws of 1912).

### Bureau of Deportation

§ 19. Bureau of deportation for examination of insane, idiotic, imbecile and epileptic immigrants, alien and non-resident insane, and to attend to the deportation or removal thereof; powers and duties.—There shall be established by the commission a bureau of deportation for the examination of insane, idiotic, imbecile and epileptic immigrants, and alien and non-resident insane, and to attend to the deportation or removal thereof, which shall consist of a medical examiner and such number of medical or lay deputies as may be necessary, to be appointed by the commission. The medical examiner shall be a reputable physician, a graduate of an incorporated medical college, of at least ten years' actual experience in the practice of his profession, and

of at least five years' experience in the care and treatment of the committed or alleged insane in the New York state hospitals, or elsewhere. The medical examiner shall receive an annual salary of five thousand dollars, to be paid in the same manner as the salaries of the assistants and clerks of the commission in lunacy. The medical examiner shall hold office during good behavior, and be removable by the commission for cause, stated in writing, after an opportunity to be heard has been given. The medical examiner and deputies shall devote their entire time to the performance of the duties hereby imposed upon them. The commission shall endeavor to arrange for the continued official recognition of such bureau by the proper authorities of the United States and other states for carrying out the purposes of this section. Arrangements may be made by the commission for suitable offices in the city of New York for the accommodation of such bureau, and the employment of such other persons as may be deemed necessary by them for the proper carrying into effect of the provisions and intent of this section. Such bureau shall maintain a careful inspection and observation of the methods and facilities for examining immigrants for mental disease and defect at the port of New York, and shall, from time to time, report to the commission upon the methods employed, and their efficiency, and shall render reports regarding the prevalence of insanity among aliens and the foreign born population of the state and shall make suitable recommendations as to means by which insane, idiotic, imbecile and epileptic aliens may be deported or returned. And such bureau shall examine and inspect alien and non-resident insane persons, and alleged insane persons in the state hospitals, other public institutions and elsewhere where such insane persons and alleged insane persons may be, for the purpose of determining whether they are suitable cases for deportation under the immigration law, or removal under the provisions of this section to other countries or states. The superintendents, or persons in charge of such hospitals, institutions or other places shall notify such bureau of all such cases coming under their jurisdiction and shall furnish all aid and information possible to accomplish the deportation or removal of such aliens and non-residents. The bureau shall notify the proper authorities having control of the enforcement of the immigration laws at the ports of entry of such immigrants as are found to be insane, idiotic, imbecile or epileptic, and such insane aliens as are or become public charges, or who are in the country in violation of law, and shall arrange for their deportation in accordance with the provisions of such laws. And in the case of non-residents they shall notify the state commission of the location of the same and in all suitable cases the commission shall grant the board the necessary authority for the investigation and removal of such

non-resident insane persons. The bureau may, upon the request of any indigent insane persons, or the written consent of their relatives, legal representatives, or qualified friends, subject to the approval of the commission, remove such patients to any country, state or place to which they may properly belong. In making such transfers and removals the bureau shall, so far as is practicable, employ nurses and shall employ female nurses or attendants to accompany female patients unless it is certified by the medical superintendent that such patients are in condition to travel alone with safety. The duties hereby imposed upon such bureau shall be performed under the supervision of the commission, and in accordance with rules adopted by it. The commission may impose such other duties on such bureau as it may deem necessary and proper for carrying out the general purposes and intent of this section, and may also from time to time, when necessary, detail the medical examiner or a medical deputy of said bureau to perform the duties of the medical inspector. The medical examiner and deputies of such bureau shall be empowered to administer an oath when necessary to persons giving information relative to cases under investigation.

The chief examiner and examiner now members of the board of alienists shall be continued as the medical examiner and a deputy examiner of the bureau of deportation, at the same salaries now received by such examiners. (Thus amended by chapter 121, Laws of 1912).

§ 20. Powers of commission as to detention of insane or apparently insane persons prior to commitment.—The commission is charged with the duty of seeing that the laws relating to the detention, care and treatment of insane or apparently insane persons who are under examination as to their sanity or who are detained or confined pending commitment and prior to their transfer to institutions for the insane, are executed. The commission shall:

1. Make recommendations to and advise with health officers and other officers having duties to perform in respect to the detention, care and treatment of such insane or apparently insane persons, as to the performance of such duties and as to the requirements of places in which such persons are to be detained, and relating generally to the protection and promotion of the physical and mental welfare of such persons.

2. Visit or cause to be visited and inspected buildings, rooms or other places permanently established in any city, village or town, as provided by law, for the detention or confinement of insane or apparently insane persons, pending an examination as to their sanity, and prior to their transfer to an institution for the insane.

3. Examine into the qualifications of persons employed as provided.

by law in the care of insane or apparently insane persons, pending their examination, commitment and transfer, and recommend the discharge, for reasons stated in writing, of persons so employed who are found by the commission to be incompetent.

4. Employ a medical inspector and such other persons as may be necessary to carry into effect the purposes of this section.

If upon an inspection, made as authorized by this section, it shall be ascertained that any building, room or place established and regularly used in any city, town or village for the detention and confinement of insane or apparently insane persons pending examination and commitment, and prior to transfer, does not conform to the requirements of law, or if the care and treatment of persons confined therein are inadequate, the commission shall make a recommendation in writing to the board or officer of the town, village or city whose duty it is to establish and maintain such building, room or place, describing the defect or failure and stating how the same shall be remedied. It shall be the duty of such board or officer to cause such defect or failure to be remedied so as to conform to such recommendations. If such defect or failure is not so remedied within a reasonable time, the commission may apply to a justice of the supreme court at special term in the judicial district in which such building, room or place is situated for an order directing that such defect or failure shall be remedied as provided therein. At least ten days' notice of such application shall be given to the board or officer to whom such recommendation was made. If upon a hearing of such application it shall be ascertained that the recommendation of the commission is reasonable and in accordance with law, and has not been complied with, an order shall be granted directing such board or officer to make such alterations and provide such changes in the building, room, place, or methods of care and treatment complained of in the application, and describing specifically the alterations and changes directed to be made by such order. For the purpose of carrying into effect the provisions of this section, each commissioner, and any duly authorized agent of the commission, shall have free access to the buildings, rooms and places provided for the detention or confinement of insane or apparently insane persons, pending an examination as to their sanity and prior to their transfer to an institution for the insane. All persons connected with any such building, room or place shall give such information, and afford such facilities for examination and visitation thereof as the commission may desire. If any health officer or superintendent of a state hospital has knowledge of any violation of the law relating to the detention or confinement, care and treatment of an insane or apparently insane person on the part of a police officer or any other

municipal officer, he shall report the same to the commission, who may take such action in respect thereto as it shall deem proper. Provided that nothing in this section shall apply to pavilion F of the Albany Hospital located in the city of Albany. (As amended by chapter 306, Laws of 1914).

### ARTICLE III

#### Institutions for the Care, Treatment and Custody of the Insane

Section 40. State hospitals for the poor and indigent insane.

- 40-a. Mohansic State Hospital.
- 41. Managers of state hospitals and their terms of office.
- 42. Appointment and removal of managers.
- 43. General powers and duties of boards of managers.
- 44. Officers.
- 45. General powers and duties of superintendent.
- 46. Special provisions relating to Long Island State Hospital, Kings Park State Hospital, Central Islip State Hospital and Manhattan State Hospital.
- 47. Purchasing steward for Long Island State Hospital, Kings Park State Hospital, Manhattan State Hospital, and Central Islip State Hospital.
- 48. Meetings of superintendents.
- 49. Salaries of officers and wages of employees.
- 50. Salaries of certain officers and wages of certain employees prescribed.
- 51. Quarterly estimates of expenses; emergency fund.
- 52. Powers and duties of superintendent as treasurer.
- 53. Monthly statement of receipts and expenditures; vouchers.
- 54. Action to recover moneys due the hospital.
- 55. General powers and duties of the steward.
- 56. Purchases and contracts.
- 57. Official oath.
- 58. Actions against commissioners in lunacy, managers or officers of state hospitals.
- 59. Private institutions for the insane.
- 60. Recommendations of commission.
- 61. Visitors to state hospitals.
- 62. Manhattan State Hospital; lease of property.
- 63. Manhattan State Hospital; docks, ferry boats and removal of dead bodies.

64. Acquisition of property for use of state hospitals by condemnation and otherwise.
65. Erection, alteration, repairs and improvements of state hospital buildings.
66. Streets and railroads through hospital lands.

§ 40. State hospitals for the poor and indigent insane.—There shall continue to be the following hospitals for the care and treatment of the poor and indigent insane of the state, who are citizens thereof, which are hereby declared to be corporations; but other insane persons, who are citizens of the state, may be admitted when there is room therein for them:

1. Utica State Hospital, in the city of Utica, in the county of Oneida.
2. Willard State Hospital, in the town of Ovid, in the county of Seneca.
3. Hudson River State Hospital, near the city of Poughkeepsie, in the county of Dutchess.
4. Buffalo State Hospital, in the city of Buffalo, in the county of Erie.
5. Middletown State Homeopathic Hospital, in the city of Middletown, in the county of Orange.
6. Binghamton State Hospital, in the city of Binghamton, in the county of Broome.
7. Rochester State Hospital, in the city of Rochester, in the county of Monroe.
8. Saint Lawrence State Hospital, in the city of Ogdensburg, in the county of Saint Lawrence.
9. Gowanda State Homeopathic Hospital, in the town of Collins, in the county of Erie.
10. Brooklyn State Hospital, at Flatbush, in the borough of Brooklyn, in the city of New York. (Amended by Chapter 608, Laws of 1916).
11. Manhattan State Hospital, on Ward's Island, in the city of New York.
12. Kings Park State Hospital, at Kings Park, in the county of Suffolk.
13. Central Islip State Hospital, at Central Islip, in the county of Suffolk.
14. Mohansic State Hospital, at Yorktown Heights, in the county of Westchester. (Thus amended by chapter 121, Laws of 1912).

§ 40-a. The Mohansic State Hospital, at Yorktown, in the county of Westchester, is hereby established. The governor shall appoint, within ten days after the taking effect of this section, a board of managers for such hospital, to consist of seven members, of whom not less than two shall be women. The managers first appointed

hereunder shall serve for terms of one, two, three, four, five, six and seven years, respectively, from January first, nineteen hundred and ten, and their successors shall be appointed for full terms of seven years, as provided in the insanity law. The governor in making such first appointment shall designate the terms for which each manager is appointed. All the provisions of the insanity law relating to state hospitals for the insane shall apply to the hospital hereby established, except as herein otherwise provided, to the same effect and extent and in the same manner as such provisions apply to the other state hospitals for the insane. (Added by chapter 57, Laws of 1910.)

§ 41. Managers of state hospitals and their terms of office.—Each state hospital shall be under the control and management of a board of managers, subject to the statutory powers of the commission. The governor shall appoint such board to consist of seven members, of whom not less than two shall be women, for each state hospital. The terms of office of the members of the several boards as now constituted, of one, two, three, four, five, six and seven years, shall respectively expire on the thirty-first day of December in each year, dating from the year nineteen hundred and five. After the expiration of such terms managers shall be appointed for terms of seven years. If a vacancy occur otherwise than by expiration of term, the appointment of a manager to fill such vacancy shall be for the unexpired term of the manager whose office became vacant.

§ 42. Appointment and removal of managers.—The members of the boards of managers shall be appointed by the governor, by and with the advice and consent of the senate, as often as a vacancy shall occur by expiration of term, or otherwise; and they may severally continue in office until their successors are appointed and have qualified; and they shall be subject to removal by the governor after having been notified in writing of the reasons for the proposed removal, and having been given an opportunity to be heard. All managers shall reside in the hospital district in which the hospital is situated for which they are respectively appointed. At least a majority of the managers of the Central Islip State Hospital, and of the Kings Park State Hospital, shall be residents of the city of New York. No person shall be eligible to the office of manager who is either an elective state officer or a member of the legislature, and if any such manager shall become a member of the legislature or an elective state officer, his office as manager shall thereupon be vacant. The managers of the Middletown State Homeopathic Hospital and of the Gowanda State Homeopathic Hospital may be appointed from any portion of the state, and shall be adherents of homeopathy. If any manager fails for a period of six months to attend the regular meetings of the board of which he is a member, the secre-

tary of the board shall notify the governor of such absence, with any explanation thereof which may be submitted by such manager, and unless the governor shall, within thirty days thereafter, notify the secretary that he has excused such manager for such absence, the office of such manager shall thereupon be deemed to be vacant; and if any manager fails for one year to attend such regular meetings, his office shall become vacant. When any such vacancy shall occur, the board by resolution shall so declare and a certified copy of such resolution shall forthwith be transmitted by the board to the commission and to the governor. In the month of January of each year the secretary of the board of managers shall transmit to the governor a statement showing the record of attendance of each manager at meetings of the board, the number and dates of visits to the hospital, with a statement of any other work for the hospital, performed by such manager, which such manager may request to have transmitted to the governor.

§ 43. General powers and duties of boards of managers.—Subject to the statutory powers of the commission, boards of managers shall have the general direction and control of all the property and internal affairs of the institutions for which they are respectively appointed, except as otherwise provided by law. The managers shall not receive any compensation for their services, but shall receive actual and necessary traveling and other expenses, to be paid after audit as other current expenditures of the hospital. Each board shall, in October of each year, elect from among its members a president and a secretary. The superintendent shall personally submit, at each monthly meeting of the board of managers, a report showing changes in population, health of patients, officers and employees; accidents, suicides, unusual sickness, infectious diseases; important occurrences relating to the welfare of the patients and to the management and discipline of the employees, and such other matters as the board may specify. Each board shall:

1. Take care of the general interests of the hospital and see that its design is carried into effect, according to law, and the by-laws, rules and regulations, made as hereinafter provided.
2. Maintain an effective inspection of the hospital, for which purpose the board, or a majority of its members, shall visit and inspect the hospital at least once each month. Each board shall make a written report to the commission and to the governor within ten days after each inspection, such report to be signed by each member making the inspection. Such report shall state in detail the condition of the hospital and of its inmates, and such other matters pertaining to the management and affairs thereof as in the opinion of the board should be brought to the attention of the commission or the governor, and

may contain recommendations as to needed improvements in the hospital or in its management.

3. Keep in a book provided for that purpose, a fair and full record of their doings, which shall be open at all times to the inspection of the governor of the state, the state hospital commissioners or any person appointed by the governor, the commission, or either house of the legislature to examine the same.

4. Hold regular meetings at least once each month, and cause to be typewritten within ten days after each such meeting, the minutes and proceedings of such meeting, and cause a copy thereof to be sent forthwith to each member of such board, to the commission and to the governor.

5. Enter in a book, kept at the hospital for that purpose, the date of each visit of each manager.

6. Make to the commission, in July of each year, a detailed report of the results of their visits and inspection, with suitable suggestions and such other matters as may be required of them by the commission, for the year ending on the thirtieth day of June preceding the date of such report. Such report shall be prepared by a committee of the board, subject to the approval of the board. (Thus amended by chapter 118, Laws of 1916).

7. Investigate, hear and determine the truth of all charges made against the superintendent or other officer or employee of a hospital, issue subpœnas and take and hear testimony in respect to such charges. A witness attending before such board shall be entitled to the same fees as a witness attending before a court of record or a judge thereof, which shall be paid as other hospital charges. The resident officers shall admit such managers into every part of the hospital and its buildings, and exhibit to them on demand all the books, papers, accounts and writings belonging to the hospital, or pertaining to its business, management, discipline or government, and furnish copies, abstracts and reports whenever required by them. (Thus amended by chapter 121, Laws of 1912).

§ 44. Officers.—The commission in lunacy, pursuant to the civil service law and the rules and regulations of the state civil service commission, shall appoint, subject to the approval of the board of managers for each hospital, as often as a vacancy shall occur therein, a superintendent. Whenever a vacancy shall occur in the office of superintendent of any state hospital, the commission in lunacy, with the approval of the board of managers of such hospital, may transfer to such position the superintendent of any other state hospital, subject to the civil service law, and subject to the consent of the board of managers of such other state hospital. The superintendent shall be a well educated

physician and a graduate of an incorporated medical college, of at least five years' actual experience in an institution for the care and treatment of the insane. The superintendents and all assistant physicians of homeopathic hospitals for the insane shall be homeopathic physicians, but such homeopathic physicians shall not be eligible to appointment in or transfer to state hospitals that are not for homeopathic treatment. Each superintendent shall be the treasurer of the state hospital for which he is appointed, unless the commission shall designate a person to act as treasurer as hereinafter provided, and before entering upon his duties as such treasurer shall file with the comptroller of the state his undertaking to the people in an amount and with sureties to be approved by the state comptroller, to the effect that he will faithfully perform his trust as such treasurer. The superintendent may be removed by a vote of a majority of the board of managers for cause stated in writing, after an opportunity has been given him to be heard thereon, and such action, when approved by the commission, shall be final. Pending the investigation of any charges against a superintendent, and the decision thereon, the board of managers may suspend such superintendent. The commission may prefer charges of misconduct or incompetency against any superintendent to the board of managers of the hospital of which he is superintendent, and the board shall thereupon investigate the truth of such charges. The powers and duties of treasurer in each of the state hospitals may be conferred upon the superintendent thereof, or the commission may designate a person in its office to act as treasurer for all the hospitals, who shall have the powers, and perform the duties of treasurer as to such hospital, as prescribed in this chapter, and shall perform such other duties as the commission may impose. The person so designated, before entering upon the performance of his duties as such treasurer, shall file with the comptroller his undertaking in an amount and with sureties to be approved by him, to the effect that he will faithfully perform his trust as such treasurer.

§ 45. General powers and duties of superintendent.—The superintendent of each hospital shall be its chief executive officer, and in his absence or sickness, the first assistant physician or other officer designated by the superintendent shall perform the duties, exercise the powers, and be subject to the responsibilities of the superintendent. Subject to the by-laws and regulations established as hereinafter provided under the provisions of paragraph twelve of this section, the superintendent shall have general superintendence of the buildings, grounds and farm, together with their furniture, fixtures and stock, and the direction and control of all persons therein, and subject to such by-laws and regulations shall:

1. Personally maintain an effective supervision and inspection of all parts of the hospital and generally direct the care and treatment of the patients. To this end the superintendent shall make or cause to be made an examination of the condition of each patient, within five days after his admission to the hospital, and shall regularly visit all of the wards or apartments for patients at such times as the rules and regulations of the hospital shall prescribe.

2. Appoint such officers, including a woman physician and such employees as he may think proper and necessary for the economical and efficient performance of the business of the hospital, and prescribe their duties and, for cause stated in writing, after an opportunity to be heard, discharge any of such employees in his discretion. The number of such officers and employees shall be determined from time to time by the commission. The commission may, with the approval of the governor, abolish the office of any such officers or employees. The superintendent may remove any officer, for cause stated in writing, after an opportunity to be heard, and such action shall be final. Upon any such removal he shall make a record thereof, with the reasons therefor, under the appropriate head in one of the books of the hospital. The commission may authorize the superintendent to appoint as officers a dentist, pharmacist, and the principal of the training school. The pharmacists already in the hospital service and participating in the benefits of the retirement fund for employees of the state hospitals as created by chapter fifty-nine of the laws of nineteen hundred and twelve, are hereby authorized to remain employees and continue to participate in the benefits of this act if they notify the retirement board as constituted by chapter fifty-nine, laws of nineteen hundred and twelve, within thirty days of the passage of this amendment of their desire to continue as participants in such fund.

The superintendent, assistant physicians, including the woman physician, steward and matron shall constantly reside in the hospital, or on the premises, except as provided in section forty-nine of this chapter, and shall be designated the resident officers of the hospital. The assistant physicians, including the woman physician, shall be graduates of an incorporated medical college, and shall possess such other qualifications as may be required by law. (Thus amended by chapter 618, Laws of 1915.)

3. Transmit, by mail, to the commission and to the president of the board of managers, within five days after any such discharge, information of such discharge, and of the cause thereof. The commission shall preserve the name of such officer, or employee, with the facts relating to his discharge, in a book provided for that purpose.

4. Designate hospital attendants or employees to act as special policemen, whose duty it shall be, under the orders of the superintendent, to arrest and return to the hospital insane persons who may escape therefrom, and to preserve peace and good order in such hospital and to fully protect the grounds, buildings and patients. Such attendants and employees, acting as policemen, shall possess all the powers of peace officers on the grounds and premises of such hospital and to the extent of one hundred yards beyond such grounds. The designation of such attendants and employees as special policemen, in pursuance hereof, shall not be deemed to supersede, on the grounds and premises of such hospital, the authority of peace officers of the jurisdiction within which such hospital is located.

5. Give such orders and instructions as he may deem best calculated to insure good conduct, fidelity and economy in every department of labor and expense.

6. Maintain salutary discipline among all who are employed in the institution and enforce strict compliance with his instructions and uniform obedience to all rules and regulations of the hospital.

7. Establish and supervise a training school for attendants and nurses, under rules and regulations of the hospital.

8. Shall cause to be held at least two meetings of the medical staff each week, at which the condition of patients, especially those recently admitted, shall be considered, and matters of medical service generally shall be given attention. The superintendent shall cause a complete clinical record to be made of each patient, to be kept in such form and to comprise such matters as the commission may direct.

9. Cause full and fair accounts and records of the entire business and operations of the hospital, to be kept regularly, from day to day, in books provided for that purpose.

10. See that all such accounts and records are fully made up to the last day of June in each year, and that the principal facts and results, with his report thereon, are presented to the board of managers within thirty days thereafter, who shall incorporate it in their report to the commission. The commission may prescribe the form of and the subjects to be embraced in such reports. Such superintendent shall make other reports at such times, in such manner and in respect to such matters as the board of managers or the commission may direct. (Thus amended by chapter 118, Laws of 1916).

11. Keep a book, in which he shall cause to be entered at the time of reception of any patient, his name, residence and occupation, and the date of such reception, by whom brought and by what authority and on whose petition committed, and an abstract of all orders, war-

arrants, requests, petitions, certificates and other papers accompanying such persons.

11-a. Establish and maintain in connection with his hospital, subject to the approval of the state hospital commission, one or more out-patient departments or dispensaries within the hospital district of such state hospital, and assign to duty in any such department or dispensary members of the medical staff, nurses or other employees of the hospital, and make such necessary expenditures as may be required therefor, subject to the approval of the commission. (Thus amended by chapter 626, Laws of 1913.)

12. A committee consisting of three superintendents to be appointed by the commission shall establish by-laws, rules and regulations governing the appointment and duties of officers and employees of all the state hospitals, and for the internal government, discipline and management of the same. Such by-laws, rules and regulations shall be subject to the approval of the commission and of the quarterly conference of superintendents and managers with the commission as provided in section forty-eight of this act. Such by-laws, rules and regulations shall be uniform for all the state hospitals, and shall not be inconsistent with the provisions of this chapter nor with the provisions of the civil service law and the rules and regulations established thereunder. The by-laws, rules and regulations established by the state commission in lunacy and in force on the first day of April, nineteen hundred and five shall continue in force except as they may hereafter be modified, amended or repealed as provided by this chapter. (Thus amended by chapter 121, Laws of 1912.)

§ 46. Special provisions relating to Brooklyn State Hospital, Kings Park State Hospital, Central Islip State Hospital, and Manhattan State Hospital.—The hospital heretofore known as the Long Island State Hospital is divided into two parts. The part located at Kings Park shall be known as Kings Park State Hospital; the part located at Flatbush in the borough of Brooklyn, city of New York, shall be known as Brooklyn State Hospital. The hospital heretofore known as the Manhattan State Hospital is divided into two parts. The part located on Ward's Island, in the city of New York, shall be known as Manhattan State Hospital. The part located at Central Islip shall be known as Central Islip State Hospital. Each part of each of such hospitals shall, except as otherwise provided in this chapter, be deemed a separate and independent state hospital and all the provisions of this chapter relating to the management, maintenance and control of state hospitals and the appointment of resident officers, attendants and employees therein shall apply to each such state hospital. Patients shall be committed to and received at the Brooklyn State

Hospital, the Kings Park State Hospital, the Central Islip State Hospital, and the Manhattan State Hospital in accordance with rules to be established by the state hospital commission. The commission may also adopt rules regulating the transfer of such patients from one to another of such hospitals. (Thus amended by chapter 608, Laws of 1916.)

§ 47. Purchasing steward for Brooklyn State Hospital, Kings Park State Hospital, Manhattan State Hospital, and Central Islip State Hospital.—The office of purchasing steward for the Brooklyn State Hospital, Kings Park State Hospital, Manhattan State Hospital and Central Islip State Hospital, as heretofore established by the commission, is hereby abolished.

The resident steward or the assistant steward of each of such hospitals shall become the steward of the respective hospital which he now serves and his rank in the service shall be reckoned as though he had occupied the office of steward during the time that he has served as resident steward or assistant steward, and he shall possess all the powers and perform all the duties conferred or imposed on stewards of state hospitals by this chapter. (Thus amended by chapter 608, Laws of 1916.)

§ 48. Meetings of superintendents.—The superintendents or other officers of the several state hospitals designated by them shall meet, at least once in every three months, upon the call of the commission, at the office of the commission in Albany, or at such other place as may be designated by it, to consult with such commission with reference to matters relating to the care and operations of the state hospitals and particularly with reference to the care and treatment of the insane. Each board of managers may, in its discretion, send one or more of its members to such meetings. (Thus amended by chapter 121, Laws of 1912.)

§ 49. Salaries of officers and wages of employees.—The state hospital commission, from time to time shall fix, subject to the approval of the legislature the annual salaries of the resident officers of the state hospitals, which shall be uniform for like service. They shall classify the other officers and employees into grades, and, except as provided by section fifty of this chapter, shall determine, subject to the approval of the legislature, the salaries and wages to be paid in each grade, which shall be uniform in all the hospitals. The salaries and wages shall be included in the estimates and paid in the same manner as other expenses of the state hospitals. Food supplies shall be allowed to officers and employees and the families of the superintendent, first assistant physicians, directors of clinical psychiatry, pathologists and stewards, and where quarters are available in the judgment of the

superintendent, such maintenance may also be allowed senior assistant physicians, assistant physicians, and assistant stewards, at state hospitals having not less than four thousand patients, subject to the approval of the commission. Such families shall consist only of the wives and minor children of such officers. No other persons, except those regularly employed, shall be allowed rooms and maintenance, except at a rate to be fixed by the commission; such supplies shall be drawn from the supplies provided for general hospital use. With the approval of the commission, officers or employees of state hospitals may be permitted to live outside of such hospitals, and shall receive such sums in lieu of the quarters or supplies furnished by the hospitals, as may be equitable. (Thus amended by chapter 797, Laws of 1920.)

§ 50. Salaries of certain officers and wages of certain employees prescribed.—The officers or employees of the state hospitals now or hereafter classified as occupying offices or positions specified in the schedule at the end of this section shall hereafter receive the salaries or wages per month indicated opposite the name or title of such officer or position, except that where a minimum and maximum rate per month is prescribed, advancement from the minimum to the maximum shall be in accordance with the length of service, as prescribed in such schedule. If a minimum and maximum rate per month is not prescribed in such schedule, the salary or wages per month of such officer or employee shall be the amount indicated opposite the name or title of such office or position. Where an increase of salary or wages is allowed at a certain rate per month or otherwise for continuous service, continuous service performed prior to the time this section, as hereby amended, takes effect, in the same position or employment, shall be deemed a part of the continuous service in determining the salary or wages to which such officer or employee shall be entitled under this section. When employees are allowed to board and lodge away from the hospital on account of lack of accommodations in the institution a uniform rate of not less than twenty-four dollars per month shall be allowed in addition to the regular monthly wages, and this amount shall be apportioned at the rate of six dollars per month for each meal and six dollars per month for lodging. Heads of families living outside of the institution shall be allowed an additional sum of eight dollars per month, which shall apply to lodging only. Such employees shall, subject to the approval of the commission, be allowed the privileges granted to employees residing in the hospital. In all cases where a minimum and maximum rate of wage is scheduled for any given position, the increase from minimum to maximum will be made at the rate of four dollars per month for each six months of continuous service, and the first of

the month nearest the date of employment shall be the date from which the first six months of employment shall be reckoned. Where a telegraph office is maintained in an institution an extra compensation of ten dollars per month shall be allowed to the person performing the service of operator.

When an employee is promoted to a position where the maximum wage of the position from which he goes equals the minimum wage of the position to which he goes, the time served in the lower position at the maximum wage shall count as time served in the higher position at the minimum wage, provided that if the minimum wage of the position to which an employee is transferred or promoted is less than the maximum wage of the position from which the employee is transferred the employee shall receive no less than the maximum wage of the position from which the employee was transferred.

### SCHEDULE OF SALARIES AND WAGES

#### I. ADMINISTRATION DEPARTMENT

POSITION	Wages per month	
	Minimum	Maximum
Stenographer, first grade.....	\$84 00	\$100 00
Stenographer, second grade.....	72 00	84 00
Stenographer, special attendant.....	62 00	70 00
Secretary and stenographer.....		100 00
Clothing clerk.....		75 00
Clothing clerk's assistant.....	62 00	70 00
Watchman.....	62 00	70 00
Policemen.....	62 00	70 00
Barber.....		75 00
Coachman.....		80 00
Driver.....	48 00	56 00
Page or messenger.....		30 00
Chief transfer agent.....	74 00	82 00
Chauffeur, first grade.....		80 00
Motor truck driver, special attendant.....	62 00	70 00

Only one secretary and stenographer and one clothing clerk allowed in any institution.

Only one male and one female chief transfer agent will be allowed in any hospital.

#### 2. FINANCIAL DEPARTMENT

POSITION	Wages per month	
	Minimum	Maximum
Bookkeeper.....	\$110 00	\$126 00
Bookkeeper—paymaster.....	120 00	136 00
Accountant.....	100 00	116 00
Voucher and treasurer's clerk.....	84 00	96 00
Storekeeper.....	84 00	100 00
Assistant storekeeper.....	62 00	70 00
Stenographer, first grade.....	84 00	100 00
Stenographer, second grade.....	72 00	84 00
Stenographer, special attendant.....	62 00	70 00
Page and messenger.....		30 00

## 3. WARD SERVICE

POSITION	Wages per month Minimum	Maximum
Chief supervisor .....	\$84 00	\$96 00
Supervisor.....	74 00	86 00
Charge or registered nurse.....	62 00	74 00
Nurse.....	56 00	64 00
Charge attendant.....	56 00	64 00
Attendant.....	44 00	56 00
Special attendant.....	62 00	70 00

Special attendants shall be assigned to skilled work only.

Only one male and one female chief supervisor will be allowed in any hospital.

An attendant, nurse or supervisor performing night service shall be entitled to four dollars per month in addition to the regular wages.

## 4. DOMESTIC SERVICE

POSITION	Wages per month Minimum	Maximum
Housekeeper.....	\$56 00	\$64 00
Waitress and chambermaid.....	44 00	56 00

## 5. KITCHEN SERVICE

POSITION	Wages per month Minimum	Maximum
Chef, or dietitian .....		\$125 00
Head cook .....		80 00
Cook .....		60 00
Assistant cook.....		56 00
Kitchen helper.....	\$44 00	56 00

## 6. BAKERY SERVICE

POSITION	Wages per month Minimum	Maximum
Head baker.....		\$90 00
Baker.....		70 00
Bakers' helper.....	\$44 00	56 00

## 7. MEAT CUTTERS

POSITION	Wages per month Minimum	Maximum
Meat cutter.....		\$90 00
Meat cutter's assistant, special attendant.....	\$62 00	70 00

Only one meat cutter allowed in any institution.

## 8. LAUNDRY SERVICE

POSITION	Wages per month	
	Minimum	Maximum
Laundry supervisor.....		\$110 00
Laundry overseer.....		90 00
Launderer.....	\$50 00	62 00
Head laundress.....	52 00	64 00
Laundress .....	44 00	56 00

Only one laundry supervisor allowed in any institution.

## 9. ENGINEER'S DEPARTMENT

POSITION	Wages per month	
	Minimum	Maximum
Chief engineer.....	\$144 00	\$160 00
Assistant engineer, first grade.....	96 00	112 00
Assistant engineer, second grade.....	82 00	90 00
Electrical engineer.....	110 00	126 00
Assistant electrical engineer, first grade..	96 00	112 00
Assistant electrical engineer, second grade.	82 00	90 00
Electrical worker.....	82 00	
Assistant electrical worker.....	72 00	80 00
Linemen.....	62 00	70 00
Plumber and steam fitter.....	92 00	108 00
Assistant plumber.....	72 00	80 00
Assistant steam fitter.....	72 00	80 00
Plumber and steam fitter's helper.....	62 00	70 00
Fireman.....	72 00	80 00

## 10. BUILDING DEPARTMENT

POSITION	Wages per month	
	Minimum	Maximum
Master mechanic.....	\$144 00	\$160 00
Supervising carpenter.....	110 00	126 00
Head carpenter.....	92 00	108 00
Carpenter.....	82 00	90 00
Head painter.....	92 00	108 00
Painter .....	82 00	90 00
Assistant painter, special attendant.....	62 00	70 00
Mason .....	110 00	126 00
Plasterer.....	92 00	108 00
Roofer or tinsmith.....	92 00	108 00

## II. INDUSTRIAL DEPARTMENT

POSITION	Wages per month	
	Minimum	Maximum
Shop foreman.....	\$82 00	\$90 00
Tailor.....	82 00	90 00
Shoemaker.....	82 00	90 00
Photographer.....	72 00	80 00

Helpers in the mechanical and industrial departments may be appointed from the grades of attendants and special attendants.

## 12. FARM AND GROUNDS DEPARTMENT

POSITION	Wages per month	
	Minimum	Maximum
Farm supervisor.....	\$110 00	\$126 00
Farm manager.....	92 00	108 00
Head farmer and charge of grounds.....	92 00	100 00
Head farmer.....	82 00	90 00
Dairyman.....	72 00	80 00
Farmer .....	56 00	68 00
Herdsman.....	56 00	68 00
Poultryman .....	62 00	74 00
Gardener .....	72 00	80 00
Florist.....	76 00	90 00
Driver.....	48 00	56 00
Laborer .....	48 00	56 00
Blacksmith.....	82 00	90 00

## 13. MARINE SERVICE, MANHATTAN STATE HOSPITAL

POSITION	Wages per month
Dockmaster .....	\$100 00
Assistant dockmaster.....	80 00

## 14. RAILROAD DEPARTMENT, WILLARD STATE HOSPITAL

POSITION	Wages per month	
	Minimum	Maximum
Trackman.....	\$62 00	\$70 00

§ 2. The sum of one million one hundred and twenty thousand dollars (\$1,120,000.00) or so much thereof as may be necessary, is hereby appropriated out of any moneys in the state treasury not otherwise appropriated, to carry out the provisions of this act. The moneys appropriated shall be paid out by the state treasurer on the warrant of the comptroller in the manner provided by law for the payment of moneys appropriated for the compensation of employees affected by this act. (Thus amended by chapter 697, Laws of 1920.)

§ 51. Quarterly estimates of expenditures; emergency fund.—The superintendent of each of the state hospitals shall, once in each three months as the commission may determine, cause to be prepared triplicate estimates in such detail, as may be required by the commission, of the expenditures required by the hospital of which he is the superintendent, for the ensuing three months. He shall submit two of such triplicates to the commission and file the third copy in the office of the superintendent. The commission may revise estimates for supplies or other expenditures either as to quantity, quality, or the estimated cost thereof, and shall certify that it has carefully examined the same and that the expenditures contained in such estimates, as approved or revised by it, are actually required for the use of the hospital, and shall thereupon present such estimate and certificate to the comptroller. Upon the revision and approval of such estimate by the commission, the comptroller shall authorize the superintendent as treasurer, or such other officer as the commission may designate as provided in this chapter, to make drafts on the comptroller, as the money may be required for the purposes mentioned in such estimates, which drafts shall be paid on the warrant of the comptroller, out of the funds in the treasury of the state held for the care of the insane and the maintenance of state hospitals. In every such estimate, there shall be a sum named, not to exceed one thousand dollars, as an emergency fund for which no minute detailed statement need be made. No money shall be expended for the use of any of the state hospitals, except as provided in this section. And except that a sum not exceeding two thousand dollars may, when authorized by the comptroller, be set apart by the commission to each hospital as a commutation ticket fund, to be used under the direction and control of the superintendent for the purchase of commutation tickets. Such tickets shall be sold at cost under the direction of the superintendent, for the use of the hospital. The amount received from the sale of such tickets shall be paid into such fund and shall be available for the purchase of additional tickets as above provided. Libraries may be furnished to any state hospital by the regents of the University of the state of New York,

subject to regulations adopted by them and the commission, the expense of which shall be included in the quarterly estimates of the hospitals.

Any general expenses necessarily incurred by the commission for or on account of the state hospitals shall be apportioned to such hospitals on the basis of the number of patients, and included in the estimates of such hospitals, made as provided in this section under the direction of the commission. (Thus amended by chapter 768, Laws of 1911.)

§ 52. Powers and duties of superintendent as treasurer.—The superintendent as treasurer of such hospital, or such officer as may be designated as treasurer by the commission as provided in this chapter, shall, subject to the rules and regulations of the commission, pertaining to his duties as treasurer:

1. Have the custody of all moneys received from the comptroller on account of estimates made by the superintendent and revised and approved by the commission, and keep an accurate account thereof.
2. Have the custody of all bonds, notes, mortgages and other securities and obligations belonging to the hospital.
3. Receive all money for the care and treatment of private and reimbursing patients and other sources of revenue of the hospital; but where a designation of a person as treasurer is made as provided by this chapter, the steward shall receive all such money and transmit the same, once each week, to the person so designated as treasurer, and report the amount so transmitted to the superintendent.
4. Deposit all money received from the comptroller on account of estimates in a bank designated by the comptroller in his name as treasurer, and send each month to the comptroller and to the commission a statement, showing the amount so received and deposited, and from whom and for what received, and when such deposits were made. Such statement of deposit shall be certified by the proper officer of the bank receiving such deposit. The superintendent as treasurer, or other officer designated as treasurer by the commission, as provided in this chapter, shall make an affidavit to the effect that the sum so deposited is all the money received by him, from any source of hospital income, to the date of the last deposit appearing on such statement. A bank designated by the comptroller to receive such deposits shall, before any deposit is made, execute a bond to the people of the state, in a sum approved by the comptroller, for the safe keeping of the funds deposited.
5. Pay out the money deposited for the uses of the state hospital, upon the voucher of the steward; where a person has been designated as treasurer, as provided in this chapter, such voucher shall be countersigned by the superintendent.

6. Keep full and accurate accounts of all receipts and payments, in the manner and according to books and forms prescribed and furnished by the commission.

7. Balance all accounts on his books, annually, for the year ending on the last day of June, and make a statement thereof and an abstract of the receipts and payments of the past year and deliver the same, within thirty days, to the commission. (Thus amended by chapter 118, Laws of 1916).

8. Render an account of the state of the books and the funds and other property in his custody, whenever required by the commission.

9. Execute a release and satisfaction of a mortgage, judgment or other lien or debt in favor of the hospital, when paid.

10. Receive all moneys for or on account of the sale of lands of the hospital of which he is the treasurer.

§ 53. Monthly statement of receipts and expenditures; vouchers.—The superintendent as treasurer of each state hospital, or such other officer as may be designated as treasurer by the commission, as provided in this chapter, shall, on or before the fifteenth day of each month, make to the comptroller and to the commission a full and perfect statement of all the receipts and expenditures, specifying the several items, for the last preceding calendar month. Such statement shall be verified by the affidavit of the treasurer attached thereto, in the following form:

I, ..... , treasurer of the ..... state hospital, do solemnly aver that I have deposited in the bank designated by law for such purpose, all the moneys received by me on account of the hospital during the last month, and I do further swear that the foregoing is a true abstract of all the moneys received and payments made by me or under my direction as such treasurer during the month ending on the ..... day of ..... , 19...

There shall also be forwarded to the commission the affidavit of the steward, to the effect that all goods and other articles for which vouchers are rendered were purchased and received by him, or under his direction, at the hospital; that the goods were purchased at a fair cash market price and paid for in cash, or on credit, not exceeding sixty days, and that he, or any person in his behalf, had no pecuniary or other interest in the articles purchased; that he received no pecuniary or other benefit therefrom in the way of commission, percentage, deductions or presents, or in any other manner whatever, directly or indirectly; that the articles for which vouchers are rendered were received at the hospital; that they were conformed in all respects to the invoiced goods received and ordered by him, both in quality and quantity. Such vouchers shall be examined by the com-

mission and compared with the estimates made for the month for which the statement is rendered, and if found correct shall be endorsed and forwarded by the commission, with the statement, to the comptroller. If any voucher is found objectionable, the comptroller shall endorse his disapproval thereon, with the reason therefor, and return it to the commission, who shall present it to the superintendent for correction, and when corrected return it to the comptroller. All such vouchers shall be filed in the office of the comptroller.

§ 54. Action to recover moneys due the hospital.—The superintendent or treasurer of any state hospital may bring an action or a special proceeding in the name of the hospital, to recover for the use thereof:

1. The amount due upon any note or bond in his hands belonging to the hospital.

2. The amount charged and due for the support of any patient therein, or for actual disbursements made in his behalf for necessary clothing and traveling expenses, and to enforce any liability created by statute for the care and support of the insane.

3. Upon any cause of action accruing to the hospital. (Thus amended by chapter 389, Laws of 1910.)

§ 55. General powers and duties of the steward.—The steward, under the direction of the superintendent, and subject to the rules and regulations of the hospital, shall be accountable for the careful keeping and economical use of all furniture, stores and other articles provided for the hospital, and under the direction of the superintendent, and subject to such rules and regulations, shall:

1. Make all purchases for the hospital, except as otherwise provided in this chapter, and preserve the original bills and receipts thereof, and keep full and accurate accounts of the same.

2. Prepare and keep the pay-rolls of the hospital.

3. Keep the accounts for the support of patients and expenses incurred in their behalf, and furnish the treasurer statements thereof as they fall due.

4. Notify the treasurer of the death or discharge of any reimbursing or pay patient, within five days after such death or discharge.

5. Where agricultural products are raised on grounds under the jurisdiction of the state hospital commission, the hospital, subject to the approval of such commission, may exchange such products for canned products of canning factory in the town in which such agricultural products are raised. (Thus amended by chapter 293, Laws of 1915.)

[The following section while not definitely repealed has been practically superseded by Chapter 400, Laws of 1918.]

§ 56. Purchases and contracts.—All purchases of supplies for the use

of the hospital shall be made for cash or on credit or time, not exceeding sixty days; every voucher shall be duly filled out, and with every abstract of vouchers paid, there shall be proof on oath that the voucher was properly filled up and the money paid. No expenditure for supplies or other purposes shall be made for the benefit of such hospital, by contract or otherwise, unless in conformity with the provisions of this chapter in relation to estimates. No member of the commission, manager or officer of a hospital shall be interested, directly or indirectly, in the furnishing of material, labor or supplies for the use of the hospital, nor shall any such manager or officer act as attorney or counsel for such hospital. The commission shall from time to time appoint a purchasing committee, to consist of three superintendents and two stewards, who shall serve as such purchasing committee and, subject to the approval of the commission, shall determine what articles of supplies it is practicable and desirable to purchase by joint contracts for the state hospitals, also the character and qualities of such supplies; and, subject to the approval of the commission, draw specifications and enter into contracts for the supplies to be purchased jointly and have samples and supplies tested chemically or otherwise for the purpose of determining their quality. Contracts shall be let to the lowest responsible bidder. All bids may be rejected. The purchasing committee shall determine the period for which such contracts shall be let, except that no contract shall be let for a period longer than one year. A determination to purchase any article by joint contract shall be binding upon all the hospitals, except that any hospital may be exempted by the commission from the requirement to purchase any such article. Such contracts shall not be let except in conformity with the provisions of this chapter relating to estimates. The state hospitals may manufacture such supplies and materials to be used in any of such hospitals as can be economically made therein. All goods for the use of the hospitals shall be bought, as far as practicable, of manufacturers or their immediate agents. All contracts, if let, shall, subject to the provisions of section fifty-one relating to estimates, be awarded to the lowest responsible bidders. A member of the commission or an officer, manager or employee of a state hospital shall not receive a gift or reward for himself or the hospital from any person, firm or corporation dealing in goods, or supplies suitable or necessary for the use of the hospital. All purchases and contracts made and executed in pursuance of law, prior to June first, nineteen hundred and five, shall thereafter be given full force and effect, notwithstanding the change in the management of the state hospitals. (Thus amended by chapter 768, Laws of 1911.)

§ 57. Official oath.—Each superintendent and steward of a hospital,

before entering upon his duties as such, shall take the constitutional oath of office and file the same in the office of the secretary of state.

§ 58. Actions against state hospital commissioners, managers or officers of state hospitals.—No civil action shall be brought in any court against the commission or a state hospital commissioner, or an officer or a manager of a state hospital, for alleged damages because of any act done or failure to perform any act, while discharging his official duties, without leave of a judge of the supreme court, first had and obtained. Any just claim for damages against such commission or commissioner, officer, manager, or employee for which the state would be legally or equitably liable, may be paid out of any moneys appropriated for the care of the insane. (Thus amended by chapter 121, Laws of 1912.)

§ 59. Private institutions for the insane.—No person, association or corporation shall establish or keep an institution for the care, custody or treatment of the insane, for compensation or hire, without first obtaining a license therefor from the commission. Nor shall an insane patient be received and retained for treatment for compensation or hire in any institution for the care and treatment of persons suffering from diseases other than mental, unless such a license shall have been so obtained. Every application for such a license shall be accompanied by a plan of the premises proposed to be occupied, describing the capacity of the buildings for the uses intended, the extent and location of grounds appurtenant thereto, and the number of patients proposed to be received therein, with such other information, and in such form, as the commission may require. The commission shall not grant any such license without first having made an examination of the premises proposed to be licensed, and being satisfied that they are substantially as described, and are otherwise fit and suitable for the purposes for which they are designed to be used, and that such license should be granted. The commission may, at any and all times, examine and ascertain how far a licensed institution is conducted in compliance with the license therefor, and after due notice to the institution and opportunity for it to be heard, the commission having made a record of the proceeding upon such hearing, may, if the interests of the inmates of the institution so demand, for just and reasonable cause then appearing and to be stated in its order, amend or revoke any such license by an order to take effect within such time after the service thereof upon the licensee, as the commission shall determine. This section shall not apply to a public general hospital making provision in a pavilion or special wards for the care, nursing and observation or temporary detention of alleged insane patients, or patients pending commitment to a state hospital or an institution licensed by

the state commission in lunacy. (Thus amended by chapter 329, Laws of 1910.)

§ 60. Recommendations of commission.—The authorities of each institution for the insane shall place on file in the office of the institution, the recommendations made by the commissioners as a result of their visits, for the purpose of consultation by such authorities, and for reference by the commissioners upon their visits.

§ 61. Visitors to state hospitals.—Justices of the supreme court are authorized to appoint visitors to state hospitals, upon nomination of the state charities aid association, as provided by law.

§ 62. Manhattan State Hospital; lease of property.—The transfer of the institutions, formerly known as the New York City Asylums for the Insane, to the custody and control of the Manhattan State Hospital, made pursuant to chapter two of the laws of eighteen hundred and ninety-six, and the lease and conveyance described in section two of such chapter are hereby ratified and confirmed. The lease of the island known as Ward's Island, together with all the buildings and improvements thereon and the equipment, fixtures and furniture of the asylums for the insane located on such island, executed as prescribed in section two of chapter two of the laws of eighteen hundred and ninety-six, shall continue and remain in full force and effect until the same shall either be surrendered by the state or terminated by the city of New York. Such lease may be surrendered at any time by the state, or the same may be terminated by the city of New York by fifteen years' notice, in writing, signed by the mayor of such city, to the comptroller of the state. If such lease is terminated by the city of New York, the city shall pay to the state, the value, at the time of such termination, of all buildings that may have been erected and of all improvements that may have been made by the state on the premises as to which the lease is terminated. The amount so to be paid shall be determined by appraisement of five competent, disinterested persons, two of whom shall be named by the governor, two by the mayor of the city of New York, and the fifth by the four persons so named. In case such lease is surrendered or terminated, as provided in this section or otherwise, adequate provision shall thenceforth be made by the state for the care and custody of all insane persons who may be inmates of the institution affected.

§ 63. Manhattan State Hospital; docks, ferry boats and removal of dead bodies.—After notice has been given to the board of managers of the Manhattan State Hospital and an opportunity has been afforded them for a hearing, the commission is hereby authorized to acquire by purchase or by lease, for the use of the Manhattan State Hospital in the city of New York, at some point as nearly opposite Ward's Island

as may be available, a dock which shall be suitable for the purpose of a landing and a depot for the general use of the hospital; also to purchase or lease one or more suitable steamboats to be used for the conveyance of patients and supplies to and from such hospital. Until the state provides a cemetery for the use of the hospital the commissioner of public charities of the city of New York shall continue to remove the dead bodies of insane patients from Ward's Island, and to provide for the burial of the unclaimed dead as prescribed by law prior to the passage of chapter two of the laws of eighteen hundred and ninety-six, and also to afford transportation by their steam ferry boats for such bodies as are claimed by friends at the hospital, such removal to be made within twenty-four hours after receipt of notice from the superintendent of the Manhattan State Hospital.

§ 64. Acquisition of property for use of state hospitals by condemnation and otherwise.—The state hospital commission may acquire, under the condemnation law, such real estate, right or interest therein as may be necessary for the construction, maintenance and accommodation of a state hospital, if unable to agree with the owner thereof for its purchase. The proceedings for the purpose of acquiring such real estate, right or interest therein, shall be instituted and maintained in the name of the people of the state of New York, by the attorney-general or by such counsel as the governor or attorney-general may designate for that purpose, upon the certificate of such commission as to the necessity of acquiring such real estate, right or interest therein, approved and endorsed by the governor. The commission may acquire and hold in the name of and for the people of the state of New York, by grant, gift, devise or bequest, property to be applied to the maintenance of insane persons in and for the general use of a hospital. (Thus amended by chapter 121, Laws of 1912).

§ 65. Erection, alteration, repairs and improvements of state hospital buildings.—All plans and specifications for the erection, alteration, repairs and improvements of state hospital buildings shall be prepared by the state architect, but the supervising engineer of the state commission in lunacy may, when directed by the commission, prepare plans and specifications for the installation, alteration, repairs and improvements of the mechanical appliances and fixtures in the existing state hospitals, which before adoption shall be approved by the state architect. The state commission in lunacy shall adopt or reject any such plans or specifications and no such work shall be begun until the plans and specifications therefor have been adopted, but before the adoption thereof the commission shall submit the same to the board of managers of such hospital, and shall allow such board a period of not less than fifteen, and not more than sixty days in which to submit a

statement of their opinions and suggestions in regard thereto. Contracts for such erection, alteration, repairs and improvements as may be let by the commission, subject to the approval of the governor and comptroller, for the whole or any part of the work to be performed, and in the discretion of the commission such contracts may be sublet. Special orders for such work in amounts less than one thousand dollars may be issued by the state architect upon authorization by the commission. The commission shall determine to what extent and for what length of time advertisements are to be inserted in newspapers for proposals for the erection, alteration, repairs or improvements of state hospital buildings. A preliminary deposit, or certified check drawn upon some legally incorporated bank in this state shall in all cases be required as an evidence of good faith upon all proposals for buildings, alterations, repairs or improvements, to be deposited with the treasurer of the hospital for which the work is to be performed, in an amount to be determined by the state architect, but the work done by special orders in an amount less than one thousand dollars need have no such deposit or check provided payment is to be made only after the work is completed and approved. All contracts in an amount greater than one thousand dollars shall have the performance thereof secured by a sufficient bond or bonds to be approved by and filed with the commission. In all cases in which the contracts to be let are for the purpose of connecting any such institution with the system or line or lines maintained or operated by any public service corporation or repairing or improving any such connection, such public service corporation shall not be required to make the preliminary deposit or to give the certified check upon submitting its proposal as hereinbefore provided, nor to give any bond for the performance of the work, nor shall any advertising for proposals be necessary where the public service corporation is to perform the work. The work or erection, alteration, repairs or improvements of any building or plant may be done by the employment of inmate or outside labor, either or both, and by the purchase of materials in the open market whenever in the opinion of the commission and state architect such course shall be more advantageous to the state, but no compensation shall be allowed for the employment of inmate labor. Where money is appropriated for any specific purpose other than maintenance and the work, materials, furniture, apparatus or other supplies are not to be performed or purchased pursuant to contract or special order duly made therefor, such money shall be expended pursuant to special fund estimates made to the commission by the superintendent of the hospital for which such appropriation is made. The law governing the revision of estimates of the expenditures

required for the state hospitals for the insane shall apply to such estimates, and when such work is to be performed in accordance with the plans and specifications prepared by the state architect or is to be paid for from appropriations for the erection, alteration, repairs or improvements of buildings or plant, such estimates shall also be subject to his approval. Except as above specified all such work shall be done by contract or special order. The form of the contract or special order shall be prescribed by the state architect. All payments on contracts or special orders shall be made on the certificate of the state architect approved by the commission as the work progresses or the purchase of material is made and upon bills duly certified. No item of an appropriation made for the performance of such work shall be available except for advertising unless one or more contracts, special orders or special fund estimates shall first have been made for the completion of such work within the appropriation therefor. All contracts for the erection, alteration, repairs or improvements of hospitals shall contain a clause that the contract shall only be deemed executory to the extent of the moneys available, and no liability shall be incurred by the state beyond the moneys available for the purpose. If an appropriation be made for the erection, alteration, repairs or improvements of buildings or plant in an appropriation act specifying two or more objects for which the appropriation is made and any one of such objects shall have been accomplished for a sum less than the amount specified in the act, the unexpended balance shall be applicable to the completion of any other work specified in the act, provided that after due advertisement no bids shall have been received within the amount specifically appropriated therefor. (Thus amended by chapter 768, Laws of 1911.)

§ 66. Streets and railroads through hospital lands.—No public street or road for railroad or other purposes shall be opened through the lands of a state hospital, unless the legislature by special law consents thereto.

## ARTICLE IV

### Commitment, Custody and Discharge of the Insane

Section 80. Order for commitment of an insane person.

81. Medical examiners in lunacy; certificates of lunacy.
82. Proceedings to determine the question of insanity.
83. Review of proceedings and order of commitment.
84. Costs of commitment.
85. Liability for care and support of poor and indigent insane.
86. Liability for the care and support of the insane other than the poor and indigent.

87. Duties of local officers in regard to their insane.
88. Duty of committee and others to care for the insane; apprehension and confinement of a dangerous insane person.
89. Patients admitted under special agreement.
90. Entries in case book.
91. Transfer of patients, when hospital is overcrowded.
92. Investigation into the care and treatment of the insane.
93. Habeas corpus.
94. Discharge of patients.
95. Clothing and money to be furnished discharged patients.
96. Transfer of non-resident patients.
97. Insane Indians.
98. Sale of unclaimed personal property of discharged or deceased patients.
99. Voluntary patients in state hospitals.

§ 80. Order for commitment of an insane person.—A person alleged to be insane, and who is not in confinement on a criminal charge, may be committed to and confined in an institution for the custody and treatment of the insane, upon an order made by a judge of a court of record of the city or county, or a justice of the supreme court of the judicial district, in which the alleged insane person resides or may be, adjudging such person to be insane, upon a certificate of lunacy made by two qualified medical examiners in lunacy, accompanied by a verified petition therefor, or upon such certificate and petition, and after a hearing to determine such question, as provided in this article. The commission shall prescribe and furnish blanks for such certificates and petitions, which shall be made only upon such blanks. An insane person shall be committed only to a state hospital, a duly licensed institution for the insane, or the Matteawan State Hospital, or to the care and custody of a relative or committee, as hereinafter provided. No idiot shall be committed to or confined in a state hospital. But any epileptic or feeble-minded person becoming insane may be committed as an insane person to a state hospital for custody and treatment therein.

§ 81. Medical examiners in lunacy; certificates of lunacy.—The certificate of lunacy must show that such person is insane and must be made by two reputable physicians, graduates of an incorporated medical college, who have been in the actual practice of their profession at least three years, and have filed with the commission a certified copy of the certificate of a judge of a court of record, showing such qualifications in accordance with forms prescribed by the commission.

Such physicians shall jointly make a final examination of the person alleged to be insane within ten days next before the granting of the

order. The date of the certificate of lunacy shall be the date of such joint examination. Such certificate of lunacy shall be in the form prescribed by the commission, and shall contain the facts and circumstances upon which the judgment of the physicians is based and show that the condition of the person examined is such as to require care and treatment in an institution for the care, custody and treatment of the insane.

Neither of such physicians shall be a relative of the person applying for the order, or of the person alleged to be insane, or a manager, superintendent, proprietor, officer, stockholder, or have any pecuniary interest, directly or indirectly, or be an attending physician in the institution to which it is proposed to commit such person.

§ 82. Proceedings to determine the question of insanity.—1. Any person with whom an alleged insane person may reside or at whose house he may be, or the father or mother, husband or wife, brother or sister, or the child of any such person, or the next of kin available, or the committee of such person, or an officer of any well-recognized charitable institution or home, or any overseer of the poor of the town, or superintendent of the poor of the county in which any such person may be, may apply for such order, by presenting a verified petition containing a statement of the facts upon which the allegation of insanity is based, and because of which the application for the order is made. Such petition shall be accompanied by the certificate of lunacy of the medical examiners, as prescribed in the preceding section. Notice of such application shall be served personally, at least one day before making such application, upon the person alleged to be insane, and if made by an overseer or superintendent of the poor, also upon the husband or wife, father or mother or next of kin of such alleged insane person, if there be any such known to be residing within the county, and if not, upon the person with whom such alleged insane person may reside, or at whose house he may be. The judge to whom the application is to be made may dispense with such personal service, or may direct substituted service to be made upon some person to be designated by him. He shall state in a certificate to be attached to the petition his reason for dispensing with personal service of such notice, and if substituted service is directed, the name of the person to be served therewith.

The judge to whom such application is made may, if no demand is made for a hearing in behalf of the alleged insane person, proceed forthwith to determine the question of insanity, and if satisfied that the alleged insane person is insane, may immediately issue an order for the commitment of such person to an institution for the custody and treatment of the insane. If, however, it appears that such insane

person is harmless and his relatives or a committee of his person are willing and able to properly care for him, at some place other than such institution, upon their written consent, the judge may order that he be placed in the care and custody of such relatives or such committee. Such judge may, in his discretion, require other proofs in addition to the petition and certificate of the medical examiners.

Upon the demand of any relative or near friend in behalf of such alleged insane person, the judge shall, or he may upon his own motion, issue an order directing the hearing of such application before him at a time not more than five days from the date of such order, which shall be served upon the parties interested in the application and upon such other persons as the judge, in his discretion, may name. Upon such day, or upon such other day to which the proceeding shall be regularly adjourned, he shall hear the testimony introduced by the parties and examine the alleged insane person if deemed advisable, in or out of court, and render a decision in writing as to such person's insanity. If it be determined that such person is insane, the judge shall forthwith issue his order committing him to an institution for the custody and treatment of the insane, or make such other order as is provided in this section. If such judge can not hear the application he may, in his order directing the hearing, name some referee, who shall hear the testimony and report the same forthwith, with his opinion thereon, to such judge, who shall, if satisfied with such report, render his decision accordingly. If the commitment be made to a state hospital, the order shall be accompanied by a written statement of the judge as to the financial condition of the insane person and of the persons legally liable for his maintenance as far as can be ascertained. The superintendent of such state hospital shall be immediately furnished with such commitment, and he shall, at once, make provisions for the transfer of such insane person to such hospital.

The petition of the applicant, the certificate in lunacy of the medical examiners, the order directing a further hearing as provided in this section, if one be issued, and the decision of the judge or referee, and the order of commitment shall be presented at the time of the commitment to the superintendent or person in charge of the institution to which the insane person is committed and verbatim copies shall be forwarded by such superintendent or person in charge and filed in the office of the state hospital commission and in the office of the clerk of the county in which the insane person resides. The judge, however, shall order all such papers so filed in the county clerk's office sealed and exhibited only to the parties to the proceedings, or someone properly interested, upon order of the court. The relative, or committee, to whose care and custody any insane person is committed,

shall forthwith file the petition, certificate and order, in the office of the clerk of the county where such order is made, and transmit a certified copy of such papers, to the commission and procure and retain another such certified copy.

The superintendent or person in charge of any institution for the care and treatment of the insane may refuse to receive any person upon any such order, if the papers required to be presented shall not comply with the provisions of this section, or if in his judgment, such person is not insane within the meaning of this statute, or if received, such person may be discharged by the commission. No person shall be admitted to any such institution under such order after the expiration of ten days from and inclusive of the date thereof. Notwithstanding the requirements of this section that an alleged insane person be duly committed by an order of the court, in a case where the condition of such person is such that it would be for his benefit to receive immediate care and treatment, or where there is no other proper place available for his care and treatment, or if he is dangerously insane so as to render it necessary for public safety that he be immediately confined, he shall be forthwith received by a state or licensed private institution authorized by law to care for the insane. In such case such insane person shall be so received by such institution upon a certificate of lunacy, executed by two medical examiners in lunacy after the examination and in the manner provided in the preceding section, and upon a petition made by the person authorized by this section to apply to a court for an order of commitment. By virtue of such certificate of lunacy and such petition such insane person may be retained in such institution for a period not to exceed ten days. Prior to the expiration of such time an order for his commitment must be obtained in the manner provided by this section. The certificate of lunacy executed by such physicians must contain adequate reasons why the insane person should be immediately received in an institution for the insane for treatment. The superintendent or person in charge of any such institution may refuse to receive such insane person upon such certificate and petition, if in his judgment the reasons stated in the certificate are not sufficient or the condition of the patient is not of such character, as to make it necessary that the patient should receive immediate treatment. (Thus amended by chapter 506, Laws of 1919).

2. The superintendent of any state hospital for the insane may, when requested by a health officer, receive and care for in such hospital as a patient, for a period not exceeding ten days, any person who needs immediate care and treatment because of mental derangement other than delirium tremens or drunkenness. Such request for admis-

sion of a patient shall be in writing and shall be filed at the hospital at the time of his reception, together with a statement in a form prescribed or approved by the state hospital commission giving such information as said commission may deem appropriate. Any such patient who is deemed by the superintendent not suitable for such care shall, upon the formal request of the superintendent, be removed forthwith from the hospital by the health officer requesting his reception, and, if he is not so removed, the town, city or county in which the patient has a legal settlement as provided by article four of chapter forty-six of the laws of nineteen hundred and nine, and in case such person has gained no legal settlement then the county in which such person may be previous to the time of admission, shall be liable forthwith for all reasonable expenses incurred under the provisions of this subdivision on account of such patient. Unless the patient shall sign a request to remain as a voluntary patient under the provisions of section ninety-nine of this chapter, the health officer making application shall cause such patient to be examined by two medical examiners in lunacy, qualified as provided in the preceding section, and if found insane shall cause him to be duly committed by any judge of a court of record, or, if found sane, shall cause him to be removed therefrom before the expiration of said period of ten days. Reasonable expenses incurred for the examination of the patient and his transportation to and from the hospital shall be allowed and certified by the judge or justice ordering the commitment and shall be a charge upon the town, city or county as provided in this subdivision. A report of the admission of a patient for observation under the provisions of this subdivision, together with copy of formal statement of health officer shall be mailed to the state hospital commission within twenty-four hours after such admission. (Thus amended by chapter 307, Laws of 1914).

§ 83. Review of proceedings and order of commitment.—If a person ordered to be committed, pursuant to this chapter, or any relative or friend in his behalf, be dissatisfied with the final order of a judge or justice committing him, he may, within thirty days after the making of such order, obtain a rehearing and a review of the proceedings already had and of the order of commitment, upon petition to a justice of the supreme court other than the justice making the order of commitment, who shall cause a jury to be summoned as in the case of proceedings for the appointment of a committee for an insane person where the question of fact arising upon the competency of the person is tried by a jury, and shall try the question of the insanity of the person so committed in the same manner as provided in said proceedings. If such petition for rehearing and review be made by any other than

the person so committed or the father, mother, husband, wife or child of such person or the person with whom the person committed was residing at the time of such commitment or accustomed to reside, before such rehearing or review shall be had, the petitioner shall make a deposit or give a bond, to be approved by a justice of the supreme court, for the payment of the costs and expenses of such rehearing, review and determination of the question of insanity by a jury as aforesaid, if the order of commitment is sustained. If the verdict of the jury be that such person is sane, the justice shall forthwith discharge him, but if the verdict of the jury be that such person is insane, the justice shall certify that fact and make an order of recommitment as upon the original hearing. Such order shall be presented, at the time of the recommitment of such insane person, to, and filed with, the superintendent or person in charge of the institution to which the insane person is committed and a copy thereof shall be forwarded to the commission by such superintendent or person in charge and filed in the office thereof. Proceedings under the order shall not be stayed pending an appeal therefrom, except upon an order of a justice of the supreme court, and made upon a notice and after a hearing, with provisions made therein for such temporary care or confinement of the alleged insane person as may be deemed necessary. If a judge or justice shall refuse to grant an application for an order of commitment of an insane person proved to be dangerous to himself or others, if at large, he shall state his reasons for such refusal in writing, and any person aggrieved thereby may obtain a rehearing and review and the determination of the question of insanity by a jury in the same manner and under like conditions as from an order of commitment. (Thus amended by chapter 155, Laws of 1909.)

§ 84. Costs of commitment.—The costs necessarily incurred in determining the question of the insanity of a poor or indigent or other person under this chapter, or under section twenty-six of chapter four hundred and forty-six of the laws of eighteen hundred and seventy-four, including the fees allowed by the judge or justice ordering the commitment to the medical examiners or medical witnesses called by him and other necessary expenses, and in securing the admission of such person into a state hospital and the expense of providing proper clothing and proper medical care and nursing, for such person in accordance with the rules and regulations adopted by the commission, shall be a charge upon the town, city or county securing the commitment; but in the city of New York all fees of medical examiners and medical witnesses appointed or called by a judge of any court in said city for the purpose of determining the question of the insanity of any such person, and not heretofore paid, may be audited

and allowed in the first instance either by the judge or justice appointing the medical examiners or by the comptroller of said city and shall be paid by the chamberlain of said city on the warrant of the comptroller from the court fund and charged to the proper county within said city. If the person sought to be committed is not a poor or indigent person, the costs and expenses of the proceeding to determine his insanity and secure his commitment paid by any town, city or county may be collected by it from the estate of such person, or from the persons legally liable for his maintenance, and the same shall be a charge upon the estate of such person, or the same shall be paid by the persons legally liable for his maintenance. The compensation or fees and expenses of health officers for duties performed in respect to the examination, confinement, care and treatment of insane or alleged insane persons, as required by this act, shall in each case be determined and allowed by the judge or justice ordering the commitment or hearing the application, and shall be a charge upon the town, city or county in which such persons reside or may be. If the fees and expenses so determined and allowed are a charge upon the county or town, such judge or justice shall issue a certificate stating the amount thereof, to whom to be paid, and whether a charge upon the county or a town, and if the latter, the name of the town, which shall be presented to the county treasurer and be paid by him out of any moneys available for such purpose. The county treasurer shall report the amount paid by him on account of such fees and expenses to the board of supervisors, and the amount thereof which is chargeable against any town in the county shall be levied against the taxable property thereof in the same manner as other town charges are levied. If there is no money in the county treasury available for the payment of such fees and expenses, the county treasurer is hereby authorized and directed to borrow on the credit of the county a sum sufficient to pay such fees and expenses, and may issue certificates of indebtedness therefor, the principal and interest of which, at a rate not exceeding six per centum, shall be binding upon the county, and shall be paid in the same manner as other county obligations. If the compensation or fees and expenses of health officers as so determined and allowed are a charge upon a city they shall be paid in the same manner as the other expenses of the health department or bureau in such city. (Thus amended by chapter 608, Laws of 1910, in effect October 1, 1910.)

§ 85. Liability for care and support of poor and indigent insane.—All poor and indigent insane persons not in confinement under criminal proceedings, shall, without unnecessary delay, be transferred to a state hospital and there wholly supported by the state. The costs necessarily incurred in the transfer of patients to state hospitals shall

be a charge upon the state. The commission shall, except as herein-after provided, secure from the patient's estate and from relatives or friends who are liable or may be willing to assume the costs of support of inmates of state hospitals supported by the state, reimbursement at the rate fixed by the commission, in whole or in part, of the money thus expended, either directly or through the superintendents or treasurers of the respective hospitals, as provided in section fifty-four of this chapter. The commission may, in its discretion, waive the whole or a portion of the claim of the state for the cost of the support of a patient against the estate of such patient, whenever the court by which a committee was appointed shall have directed such committee to apply any part of the patient's estate for the maintenance of his family. The commission may appoint agents, whose duty it shall be to secure from relatives and friends who are liable therefor, or who may be willing to assume the cost of support of any inmate of a state hospital who is being supported by the state, reimbursement, in whole or in part, of the money so expended. The compensation of each agent shall be fixed by the commission on either an annual or per diem basis, provided that the annual compensation shall not exceed twenty-five hundred dollars, nor the per diem compensation eight dollars a day. Each agent shall receive his necessary traveling and other incidental expenses incurred by him, to be approved by the comptroller. The commission may fix the rate to be paid for the support of an inmate of a state hospital by the committee of such inmate or by relatives liable for such support or by those not liable for such support, but willing to assume the cost thereof; but such rate shall be sufficient to cover a proper proportion of the cost of maintenance and of necessary repairs and improvements. The maintenance of any inmate of a state hospital committed thereto upon a court order arising out of any criminal action, shall be paid by the county from which such inmate was committed.

§ 2. The sum of nineteen hundred dollars (\$1,900) is hereby appropriated out of any moneys in the state treasury not otherwise appropriated, for the purpose of carrying into effect the provisions of this act. (Thus amended by chapter 488, Laws of 1919, in effect July 1, 1919.)

§ 86. Liability for the care and support of the insane other than the poor and indigent.—The father, mother, husband, wife and children of an insane person, if of sufficient ability, and the committee or guardian of his person and estate, if his estate is sufficient for the purpose, shall cause him to be properly and suitably cared for and maintained. The commission and the health officer of the city, town or village

where any such insane person may be, or in the city of New York and in the county of Albany, the commissioners of public charities, may inquire into the manner in which any such person is cared for and maintained; and if, in the judgment of any of them, he is not properly or suitably cared for, may apply, or cause application to be made, to a judge of a court of record for an order to commit him to a state hospital under the provisions of this article, but such order shall not be made unless the judge finds and certifies in the order that such insane person is not properly or suitably cared for by such relative or committee, or that it is dangerous to the public to allow him to be cared for and maintained by such relative or committee. The costs and charges of the commitment and transfer of such insane person to a state hospital shall be paid by the committee, or the father, mother, husband, wife or children of such person, to be recovered in an action brought in the name of the people by the commission, or in the name of the county, city or town, where such insane person resides or may be, by the proper officer thereof, or in the city of New York or in the county of Albany in the name of the commissioner of public charities. In all claims of the state upon relatives liable for the support of a patient, or upon moneys or property held by said patient, the state shall be deemed a preferred creditor. (Thus amended by chapter 608, Laws of 1910, in effect October 1, 1910.)

§ 87. Duties of local officers in regard to their insane. All county superintendents of the poor, overseers of the poor, health officers and other city, town or county authorities, having duties to perform relating to the poor, are charged with the duty of seeing that all poor and indigent insane persons within their respective municipalities, are timely granted the necessary relief conferred by this chapter. The poor officers or authorities above specified, except in the city of New York and in the county of Albany, shall notify the health officer of the town, city or village of any poor or indigent insane or apparently insane person within such municipality whom they know to be in need of the relief conferred by this chapter. When so notified, or when otherwise informed of such fact, the health officer of the city, town or village, except in the city of New York and the county of Albany, where such insane or apparently insane person may be, shall see that proceedings are taken for the determination of his mental condition and for his commitment to a state hospital. Such health officer may direct the proper poor officer to make an application for such commitment, and, if a qualified medical examiner, may join in making the required certificate of lunacy. When so directed by such health officer it shall be the duty of said poor officer to make such application for commitment. When notified or informed of any poor or indigent insane or

apparently insane person in need of the relief conferred by this chapter, such health officer shall provide for the proper care, treatment and nursing of such person, as provided by law and the rules of the commission, pending the determination of his mental condition and his commitment and until the delivery of such insane person to the attendant sent to bring him to the state hospital, as provided in this chapter. In the boroughs of Manhattan and the Bronx, in the city of New York, it shall be the duty of the trustees of Bellevue and allied hospitals, and in the boroughs of Brooklyn, Queens and Richmond, in the city of New York and also in the county of Albany, it shall be the duty of the commissioner of public charities to see that all poor and indigent insane or apparently insane persons in such boroughs or county, respectively, are properly cared for and treated.

It shall also be the duty of such trustees of Bellevue and allied hospitals, or the commissioner of public charities of the city of New York or the county of Albany, to see that proceedings are taken for the determination of the mental condition of any such person in the boroughs or county mentioned, who comes under their observation or is reported to them as apparently insane, and, when necessary, to see that proceedings are instituted for the commitment of such person to an institution for the care of the insane; provided that such report is made by any person with whom such alleged insane person may reside, or at whose house he may be, or by the father, mother, husband, wife, brother, sister, or child of any such person, or next of kin available, or by any duly licensed physician, or by any peace officer, or by a representative of an incorporated society doing charitable or philanthropic work. When the trustees of Bellevue and allied hospitals are thus informed of an apparently insane person, residing in the boroughs of Manhattan or the Bronx, or when the commissioner of public charities of the city of New York is thus informed of an apparently insane person residing in the boroughs of Brooklyn, Queens or Richmond, it shall be the duty of these authorities, respectively, to send a nurse or a medical examiner in lunacy, attached to the psychopathic wards of their respective institutions, or both, to the place where the alleged insane person resides or is to be found. If, in the judgment of the chief resident alienist of the respective psychopathic wards or of the medical examiner thus sent, the person is in immediate need of care and treatment or observation for the purpose of ascertaining his mental condition, he shall be removed to such psychopathic ward for a period not to exceed ten days, and the person or persons most nearly related to him, so far as the same can be readily ascertained by such trustees, or commissioner, shall be notified of such removal.

When an order of commitment has been made as provided in this

chapter, such health officer, or, in the city of New York and in the county of Albany, the authorities above specified in their respective boroughs or county, shall see that such insane persons are, without unnecessary delay, transferred to the proper institutions provided for their care and treatment as the wards of the state. Before sending a person to any such institution, they shall see that he is in a state of bodily cleanliness and comfortably clothed with suitable or new clothing, in accordance with the regulations prescribed by the commission. Each patient shall be sent to the state hospital, within the district embracing the county from which he is committed, except that the commission may, in its discretion, direct otherwise, but private or public insane patients, for whom homeopathic care and treatment may be desired by their relatives, friends or guardians, may be committed to the Middletown State Homeopathic Hospital, or the Gowanda State Homeopathic Hospital, from any of the counties of the state, in the discretion of the judge granting the order of commitment; and the hospital to which any patient is ordered to be sent shall, by and under the regulations made by such commission, send a trained attendant to bring the patient to the hospital. Each female committed to any institution for the insane shall be accompanied by a female attendant, unless accompanied by her father, brother, husband or son. The commission may, by order, direct that any person it deems unsuitable therefor shall not be so employed or act as such attendant. After the patient has been delivered to the proper officers of the hospital, the care and custody of the municipality from which he is sent shall cease.

In no case shall any insane person be confined in any other place than a state hospital or duly licensed institution for the insane, for a period longer than ten days, nor shall such person be committed as a disorderly person to any prison, jail or lock-up for criminals. Except in the city of New York and the county of Albany, the health officer of the town, village or city wherein an insane or alleged insane person may be shall see that such person is cared for in a place suitable for the comfortable, safe and humane confinement of such person, pending the determination of the question of his sanity and until his transfer to a state hospital or some other proper institution for the insane as provided in this chapter. Such person shall not be confined in any such place without an attendant in charge of him, and the said health officer shall select some suitable person to act as such attendant.

The proper authorities of any such town, city or county may provide a permanent place for the reception and temporary confinement, care and nursing of insane or alleged insane persons which shall conform in all respects to the rules and requirements of the commission; all poor and indigent insane persons received at any such place for investigation

of their mental condition or pending commitment and transfer to a state hospital shall be maintained therein at the expense of such town, city or county. Any person, apparently insane, and conducting himself in a manner which in a sane person would be disorderly, may be arrested by any peace officer and confined in some safe and comfortable place until the question of his sanity be determined, as prescribed by this chapter. The officer making such arrest shall immediately notify the health officer of the town, village or city, except in the city of New York and in the county of Albany, who shall forthwith take proper measures for the determination of the question of the insanity of such person, and for his proper care and treatment as provided in this section, pending his transfer to an institution for the insane. Whenever in the city of New York an information is laid before a magistrate that a person is apparently insane the magistrate must issue a warrant directed to the sheriff of the county in which the information is made, or any marshal or policeman of the city of New York, reciting the substance of the information, and commanding the officer forthwith to arrest the person alleged to be insane, and bring him before the magistrate's court out of which the warrant was issued. If upon arraignment it appears to the magistrate presiding that the person so arraigned before him is apparently insane it shall be the duty of the magistrate, if such information is laid in the boroughs of Manhattan and the Bronx, to commit such apparently insane person to the care and custody of the board of trustees of Bellevue and allied hospitals at Bellevue hospital, and therein kept in a safe and comfortable place until the question of his sanity be determined as prescribed by this chapter, and in the boroughs of Brooklyn, Queens and Richmond the said magistrate shall commit such apparently insane person to the care of the commissioner of public charities who shall keep such person in a safe and comfortable place until the question of his sanity be determined as herein prescribed. Whenever in the city of New York a person is committed as apparently insane as above provided it shall be the duty of the board of trustees of Bellevue and allied hospitals or the commissioner of public charities, as the case may be, to forthwith take proper measures for the determination of the question of the insanity of such person. (Thus amended by chapter 380, Laws of 1919).

§ 88. Duty of committee and others to care for the insane; apprehension and confinement of a dangerous insane person.—When an insane person is possessed of sufficient property to maintain himself, or his father, mother, husband, wife or children are of sufficient ability to maintain him, and his insanity is such as to endanger his own person, or the person and property of others, the committee of his person and estate, or such father, mother, husband, wife or children must provide a suitable place for his confinement, and there maintain him in

such manner as shall be approved by the health officer of the town, village or city where he is confined, and in accordance with the rules of the commission. The health officers of towns, villages and cities, or in the boroughs of Manhattan and the Bronx in the city of New York the board of trustees of Bellevue and allied hospitals, and in the boroughs of Brooklyn, Queens and Richmond in said city, and also in the county of Albany, the commissioner of public charities are required to see that the provisions of this section are carried into effect in the most humane and speedy manner.

Upon the refusal or neglect of a committee, guardian or relative of an insane person to cause him to be confined, as required in this chapter, the officers named in this section shall apply, or cause application to be made, to a judge of a court of record of the city or county, or to a justice of the supreme court of the judicial district in which such insane person may reside or be found, who, upon being satisfied, upon proper proofs, that such person is dangerously insane and improperly cared for or at large, shall issue a precept to one or more of the officers named, commanding them to apprehend and confine such insane person in some comfortable and safe place; and such officers in apprehending such insane person shall possess all the powers of a peace officer executing a warrant of arrest in a criminal proceeding. Unless an order of commitment has been previously granted, such officers shall forthwith make, or cause to be made, application for the proper order for his commitment to the proper institution for the care, custody and treatment of the insane, as authorized by this chapter, and if such order is granted, such officer shall take the necessary legal steps to have him transferred to such institution. Pending such transfer the health officer of the proper town, village or city, and, in the city of New York and the county of Albany, the officers above named for the respective boroughs or county shall see that such insane person is cared for in a suitable place and is provided with proper medical care and nursing. The cost and expense incurred by the health officer in the performance of his duties under this section shall, when allowed by the judge or justice ordering the commitment, be a charge against the town, city or county liable for the costs of the commitment of an insane person under this chapter and shall be paid in the manner prescribed by section eighty-four of this chapter.

§ 88-a. Expenses where patient is found sane or not committed.—All costs, expenses, compensation and examiners' or medical fees, together with the fees of health officers, incurred under the foregoing sections eighty-two, eighty-four, eighty-seven and eighty-eight shall be determined, allowed and paid in the manner therein specified whether the patient be found sane or insane and whether or not the patient be committed. (Added by chapter 598, Laws of 1920.)

§ 89. Patients admitted under special agreement.—The commission may authorize the superintendent of a state hospital to admit thereto under special agreement, insane patients, who are residents of the state, other than poor and indigent insane persons, when there is room for such insane therein. But no patient shall be permitted to occupy more than one room in any state hospital. Such patients, when so received shall be subject to the general rules and regulations of the hospital. The commission shall fix the rates to be charged for the maintenance of such insane persons in a state hospital, the payment of which shall be secured by a surety company bond, which shall be approved by the commission, or by payment in advance in the discretion of the commission, and bills therefor shall be collected monthly. The superintendent may recommend to the commission the removal of such insane patients to duly licensed private institutions and the commission shall have power in its discretion to compel such removal. (Thus amended by chapter 568, Laws of 1918.)

§ 90. Entries in case book.—Every superintendent or other person in charge of an institution for the care and treatment of the insane, shall, within three days after the reception of a patient, make, or cause to be made, a descriptive entry of such case in a book exclusively set apart for that purpose. He shall also make or cause to be made entries from time to time, of the mental state, bodily condition and medical treatment of such patient during the time such patient remains under his care, and in the event of the discharge or death of such person, he shall state in such case book the circumstances thereof, and make such other entries at such intervals of time and in such form as may be required by the commission.

§ 91. Transfer of patients when hospital is overcrowded.—When the building of any state hospital shall become overcrowded with patients, or the number of buildings shall be reduced by fire, or other casualties or for other cause, the commission may, in its discretion, cause the transfer of patients therefrom, or direct that patients required to be sent thereto, be transferred to another state hospital, where they can be conveniently received, or make, in special emergencies, temporary provision for their care, preference to be given in such transfers to a hospital in and adjoining rather than in a remote district. The expenses of such transfer shall be chargeable to the state, and the bills for the same, when approved by the commission, shall be paid by the treasurer of the state, on the warrant of the comptroller, out of any moneys provided for the support of the insane.

§ 92. Investigation into the care and treatment of the insane.—When the commission has reason to believe that any person adjudged insane is wrongfully deprived of his liberty, or is cruelly, negligently or improperly treated, or inadequate provision is made for his skilful med-

ical care, proper supervision and safe keeping, it may ascertain the facts, or may order an investigation of the facts by one of its members. It, or the commissioner conducting the proceeding, may issue compulsory process for the attendance of witnesses and the production of papers, and exercise the powers conferred upon a referee in the supreme court. If the commission deem it proper, it may issue an order directed to any or all institutions, directing and providing for such remedy or treatment, or both, as shall be therein specified. If such order be just and reasonable, and be approved by a justice of the supreme court, who may require notice to be given of the application for such approval, it shall be binding upon any and all institutions and persons to which it is directed, and any willful disobedience of such order shall be a criminal contempt and punishable as such. Whenever the commission shall undertake an investigation into the general management and administration of any institution for the insane, it may give notice to the attorney-general of any such investigation, and the attorney-general shall appear personally or by deputy and examine witnesses who may be in attendance. The commission, or any member thereof, may at any time visit and examine the inmates of any county or city alms-house, to ascertain if insane persons are kept therein.

§ 93. *Habeas corpus.* Any one in custody as an insane person is entitled to a writ of habeas corpus, upon a proper application made by him or some friend in his behalf. Upon the return of such writ, the fact of his insanity shall be inquired into and determined. The medical history of the patient, as it appears in the case book, shall be given in evidence, and the superintendent or medical officer in charge of the institution wherein such person is held in custody, and any proper person, shall be sworn touching the mental condition of such person. Where a second or subsequent application is made for the discharge from custody of the same patient, any party to the proceeding may introduce in evidence any testimony, in relation to the mental condition of such patient, received upon any former hearing or trial, together with all the exhibits introduced in evidence upon such hearing or trial in connection with such testimony without calling the witnesses who gave such testimony, such evidence to have the same force and effect as if such witnesses had been called. (Thus amended by chapter 542, Laws of 1913.)

§ 94. *Discharge of patients.*—The superintendent of a state hospital, on filing his written certificate with the commission, may discharge any patient, except one held upon an order of a court or judge having criminal jurisdiction in an action or proceeding arising out of a criminal offense at any time, as follows:

1. A patient who, in his judgment, is recovered.
2. A patient who, in his opinion, is a dotard, not insane.
3. Any patient who is not recovered but whose discharge, in the judgment of the superintendent, will not be detrimental to the public welfare, or injurious to the patient; provided, however, that before making such certificate, the superintendent shall satisfy himself, by sufficient proof, that friends or relatives of the patient are willing and financially able to receive and properly care for such patient after his discharge.

When the superintendent is unwilling to certify to the discharge of an unrecovered patient upon request, and so certifies in writing, giving his reasons therefor, any judge of a court of record in the judicial district in which the hospital is situated may, upon such certificate and an opportunity of a hearing thereon being accorded the superintendent, and upon such other proofs as may be produced before him, direct, by order, the discharge of such patient, upon such security to the people of the state as he may require, for the good behavior and maintenance of the patient. The certificate and the proof and the order granted thereon shall be filed in the clerk's office of the county in which the hospital is situated, and a certified copy of the order in the hospital from which the patient is discharged. The superintendent may grant a parole to a patient not exceeding one year, under general conditions prescribed by the commission. The hospital paroling a patient shall not be liable for his expenses while on parole. Such liability shall devolve upon the relative, committee or person to whose care the patient is paroled, or the proper poor official of the town or county in which he may have found domicile.

The commission may, by order, discharge any patient in its judgment improperly detained in any institution. A poor and indigent patient discharged by the superintendent because he is an idiot, or a dotard not insane, or an epileptic, not insane, or because he is not a proper case for treatment within the meaning of this chapter, shall be received and cared for by the superintendent of the poor, or other authority having similar powers, in the county from which he was committed. A patient, held upon an order of a court or judge having criminal jurisdiction, in an action or proceeding arising from a criminal offense, may be discharged upon the superintendent's certificate of recovery, approved by any such court or judge.

4. Discharge of patients from licensed institutions.—The superintendent or physician in charge of a licensed private institution, on filing his written certificate with the commission, may discharge any patient who is recovered, or, if not recovered, whose discharge will not be detrimental to the public welfare, or injurious to the patient. The superintendent or physician in charge of such institution may,

subject to the approval of the commission, refuse to discharge any patient, if, in his judgment, such discharge will be detrimental to the public welfare or injurious to the patient, and if the committee or relatives of such patient refuse to provide properly for his care and treatment, the superintendent or physician in charge of such institution may apply to the commission for the transfer of the patient to a state hospital, provided the patient so sought to be transferred is a legal resident of the district in which the hospital is located, to which the transfer is sought.

The superintendent or physician in charge of a licensed private institution may grant a parole to a patient not exceeding one year, under general conditions prescribed by the commission. (Thus amended by chapter 335, Laws of 1917.)

§ 95. Clothing and money to be furnished discharged or paroled patients.—No patient shall be discharged or paroled from a state hospital without suitable clothing adapted to the season in which he is discharged or paroled; and if it can not be otherwise obtained, the steward shall, upon the order of the superintendent, furnish the same, and money not exceeding twenty-five dollars, to defray his necessary expenses until he can reach his relatives or friends, or find employment to earn a subsistence. (Thus amended by chapter 320, Laws of 1917.)

§ 96. Transfer of non-resident patients.—If an order be issued by any judge, committing to a state hospital a poor or indigent person, who has not acquired a legal settlement in this state, the commission in lunacy shall return such insane person, either before or after his admission to a state hospital, to the country or state to which he belongs, and for such purpose may expend so much of the money appropriated for the care of the insane as may be necessary, subject to the audit of the comptroller.

§ 97. Insane Indians.—Poor and indigent insane Indians living within this state or upon any of the Indian reservations therein shall be committed to, confined in, and discharged from the state hospitals for the insane in the same manner and under the same rules and regulations as other poor and indigent insane persons; and all the provisions of this chapter shall apply to the Indians residing within this state the same as to other persons.

§ 98. Disposition of unclaimed personal property, including money, of discharged or deceased patients, and of interest accruing on patients funds. All articles of personal property belonging to a discharged or deceased patient of a state hospital for the insane and in the custody of the superintendent or other proper officer of such hospital, may, if unclaimed by such discharged patient, or the legal representatives of such deceased patient, for a period of six months after the discharge or decease of such patient, be disposed of in such manner as the commis-

sion shall prescribe. Any moneys remaining to the credit of deceased or discharged patients, if unclaimed by their legal representatives, or such discharged patient, for a period of one year after the decease or discharge of such patient, and the interest accruing on the moneys belonging to patients still in the custody of the hospital may, subject to the approval of the commission, be paid into the amusement fund or the occupation fund of such hospital. (Thus amended by chapter 503, Laws of 1915.)

§ 99. Voluntary patients in state hospitals and licensed private institutions.—Pursuant to rules and regulations established by the commission, the superintendent or person in charge of any state hospital or licensed private institution for the care and treatment of the insane, except the Matteawan and Dannemora state hospitals, may receive and retain therein as a patient any person suitable for care and treatment, and who voluntarily makes written application therefor, and whose mental condition is such as to render him competent to make such application. A person thus received at such hospital or institution shall not be detained under such voluntary agreement more than ten days after having given notice in writing of his intention or desire to leave such hospital or institution. The superintendent or physician in charge of a state hospital shall, within three days after the admission of a patient by such voluntary agreement, forward to the office of the commission, the record of such patient in accordance with the provisions of section fifteen of this chapter, and such rules and regulations as may be established by the commission.

The superintendent or physician in charge of a licensed private institution for the care and treatment of the insane shall furnish the medical commissioner or the medical inspector a complete list of all voluntary cases received since the last visit of such commissioner or inspector. It shall be the duty of such commissioner or inspector to examine such cases and determine if they belong to the voluntary class, and the decision as to commitment or discharge shall be forthwith complied with by the superintendent or physician in charge of such institution. Any failure to conform to the requirements of this section shall be considered a sufficient cause for revocation of the license. (Thus amended by chapter 121, Laws of 1912.)

§ 100. Temporary custody of personal property of insane patients. The superintendent of any state hospital for the insane shall, upon the admission of a patient to such hospital, be entitled to the temporary and immediate custody of the personal property on the person of the patient so committed upon the giving of a receipt therefor by the superintendent or his duly authorized representative to the person, institution or hospital having possession thereof. (Thus amended by chapter 507, Laws of 1919).

## ARTICLE V

**Retirement of Officers and Employees of the State Hospital System**

Section 109. Definition.

110. Retirement fund created; custody and control.
111. Retirement of officers and employees.
112. Proceedings for retirement; physical disability.
113. Retirement for disability caused by injury.
114. Term of service; how computed.
115. Contributions to retirement fund.
116. Repayments when retirement is without fault of officer or employee; payments in case of death.
117. Forfeiture of right to annuity by default in making contributions.
118. Temporary officers and employees.
119. Retirement board created.
120. Medical examiners.
121. Application blanks.
122. Expenses of administration.

§ 109. Definition. Wherever the state hospital system is mentioned in this act it includes the officers and employees of all the state hospitals, including Dannemora and Matteawan state hospitals; the medical member of the state hospital commission and medical inspectors who have had previous experience in the New York state hospitals and employees of the state hospital commission; the bureau of deportation and the psychiatric institute.

§ 110. Retirement fund created; custody and control.—A permanent fund for the payment of annuities to officers and employees of the New York state hospital system for the insane in the employ of the state of New York is hereby established, such fund to consist of moneys that may be paid in by those entitled to the benefits of the provisions of this section as hereinafter provided; moneys received from donations, gifts and bequests; moneys received from deductions for leave of absence without pay, for not less than twenty-four hours nor more than thirty days in any one year; moneys received from deductions for sickness, for not less than twenty-four hours nor more than ninety days in any one year, and moneys received from other sources. The treasurer or other officer of any department of the state hospital system who collects or receives money, hereby declared to be part of such fund, shall pay to the comptroller of the state of New York, who shall place the

same in such fund, which shall be invested by him and the money received from interest thereon shall be credited to said fund. All moneys belonging to the fund herein provided for shall be received by the comptroller of the state of New York who shall have charge of the administration thereof, and who shall pay therefrom the annuities, payable quarterly throughout life, or other benefits that may become due and payable hereunder. The retirement board provided for in this article shall from time to time establish such reasonable rules and regulations for the administration and investment of such fund as will insure the perpetuation thereof. The comptroller of the state of New York shall report annually for the fiscal year to the retirement board the condition of said fund in detail, giving all items of receipts and disbursements and his recommendation in regard thereto. This report shall be published with and as a part of the annual report of the state hospital commission.

§ 111. Retirement of officers and employees.—Any officer or employee of the New York state hospital system for the care of the insane, including the Matteawan and Dannemora state hospitals for criminal insane, who shall have signified his or her intention to take advantage of the provisions of this article and who shall faithfully and honestly discharge his or her duty in one or more of such state hospitals, or state hospital department or in any former city or county asylum, now a state hospital for the insane, or partly in each for twenty-five years, shall upon his or her application to the retirement board be entitled to retirement; provided, however, in the opinion of such board there is sufficient money in the fund to warrant such retirement. Every applicant must be in the service of the state hospital system for the insane, as hereinbefore provided, at the time application is made for retirement, and shall remain in the said service until notified by the retirement board of his or her retirement. Any person retired pursuant to the provisions of this section must be awarded, granted and paid from said retirement fund an annual amount equal to one-half of the wages or compensation, including maintenance, as fixed by the state hospital commission or by statute received by him or her, for the year immediately preceding the application for retirement, provided, however, that no person shall receive such annuity until he or she shall have paid into the said fund, by deductions from his or her wages, or by contributions in full, an amount equal to fifty per centum of his or her first year's annuity, and provided further that any such person who has been reduced in grade after twenty-five years of service shall be retired at the rate of wages and maintenance received by him or her during the twenty-fifth year of service and provided further

that no annuity shall exceed the sum of fifteen hundred dollars per annum. Such annuity shall become effective from the first of the month immediately subsequent to the date of the meeting of the retirement board taking action on same, and shall be for the natural life of such person and payable in quarterly installments, and shall not be revoked, repealed, diminished or subject to claim of creditors.

**§ 112. Proceedings for retirement; physical disability.**—The retirement board shall have power upon its own motion or upon the application in writing of any person entitled to the benefit of the retirement fund to retire any such person who shall have faithfully and honestly discharged his or her duties in any department of the state hospital system including the Matteawan and Dannemora state hospitals for criminal insane, or former city or county asylum now a state hospital, or partly in each for twenty-five years, or who shall have performed such duties for fifteen years or more, faithfully and honestly and who shall have become mentally or physically incapacitated by reason of accident or illness, provided, however, that reasonable notice in writing, shall be given by the board or one of its members of its proposed action, to the person intended to be retired and an opportunity afforded to such person to be heard before the final action is taken by such board, and said board shall certify in writing the reason for such retirement, and that the best interests of the public service demand the same. To aid in such determination, the board may cause the person intended to be retired, to be physically examined by the medical examiners hereinafter provided for. Any person retired pursuant to the provisions of this section must be awarded, granted and paid from said retirement fund an annual amount equal to as many twenty-fifths of one-half of the wages or compensation, including maintenance received by him or her for the year immediately preceding the application for retirement as he or she has served years, provided, however, in the opinion of the retirement board, there is sufficient money in the fund to warrant such retirement, and provided further that no person shall receive such annuity until he or she shall have paid into said fund by deductions from his or her wages or salary or by contribution in full an amount equal to fifty per centum of his or her first year's annuity, and further provided that no such annuity shall exceed fifteen hundred dollars per annum. Such annuity shall become effective from the first of the month immediately subsequent to the date of the meeting of the retirement board taking action on same, shall be payable in quarterly installments and shall not be diminished or subject to the claims of creditors. Officers or employees retired for disability under the provisions of this section shall be subject to an examination by a medical examiner or board appointed by the retirement board, or by

the retirement board itself; and in the event of an officer or employee so retired becoming able to perform active service again, he or she may be reinstated by the superintendent or other appointing power on a certificate of the retirement board that such retired officer or employee is again able to perform duty, and such annuity shall cease upon the date of such reinstatement.

§ 113. Retirement for disability caused by injury.—Any officer or employee of the New York state hospital system for the insane who shall have signified his or her intention to take advantage of the provisions of this article and who upon the report of the medical examiner hereinafter provided for to the retirement board, has become totally disabled by reason of an injury received in the line of duty or at the hands of a patient of the New York state hospital system for the insane including the Matteawan and Dannemora state hospitals for criminal insane, and incapacitated for performing the duties of the position, shall be retired with such allowances as under the circumstances may appear fitting to the retirement board, independently of length of service, but such allowance shall not be less than ten twenty-fifths of one-half of the wages, including maintenance, provided, however, in the opinion of the retirement board, there is sufficient money in the fund to warrant such retirement, and provided further that no person shall receive such annuity until he or she shall have paid into the said fund by deductions from his or her wages or by contribution in full an amount equal to fifty per centum of his or her first year's annuity as hereinbefore provided. Such annuity shall become effective from the first of the month immediately subsequent to the date of the meeting of the retirement board taking action on same, shall be payable in quarterly installments, and shall not be diminished or subject to the claim of creditors. Officers and employees retired for disability under the provisions of this section shall be subject to an examination by a medical examiner or board appointed by the retirement board, or by the retirement board itself; and in the event of an officer or an employee so retired becoming able to perform active service again, he or she may be reinstated by the superintendent or other appointing power on a certificate of the retirement board that such retired officer or employee is again able to perform duty, and such annuity shall cease upon the date of such reinstatement.

§ 114. Term of service; how computed.—The term of service of an officer or employee of the New York state hospital system for the insane shall be computed according to the time such person was upon the pay-roll of the state hospital system, including the Matteawan and Dannemora state hospitals for criminal insane, or any city or county asylum now a New York state hospital for the insane. Any

time for which any contribution may have been repaid to an officer or employee as provided in section one hundred and sixteen shall not, in case the officer or employee re-enters the service, be counted or considered in making retirements, unless the amount of such repayment shall be paid into the fund, with interest at the rate of four per centum from the time it was repaid to the officer or employee.

§ 115. Contributions to retirement fund.— Every officer or employee of the New York state hospital system for the insane who shall have signified his or her intention to take advantage of the provisions of this article shall contribute to said fund and the treasurer or other officer of the state hospital system as hereinbefore provided shall at the end of the first full calendar month after this section as hereby amended takes effect deduct and retain monthly from the wages and maintenance of such persons and pay to the the comptroller of the state of New York who shall credit the said fund by amounts as follows: Persons who have performed such duty for less than five years, one per centum. Persons who have performed such duty for more than five years and less than ten years, one and one-half per centum. Persons who have performed such duty for more than ten years and less than fifteen years, two per centum. Persons who have performed such duty for more than fifteen years and less than twenty years, two and one-half per centum. Persons who have performed such duty for more than twenty years, three per centum. Such payments shall cease when a person has paid for twenty-five years, or who has been retired pursuant to the provisions of this article. Every person to whom this article applies who shall have signified his or her intention to take advantage of this article, who shall continue in the employ of the New York state hospital system for the insane after this article takes effect, as well as every person to whom this article applies who may hereafter be appointed to a position or place, shall be deemed to consent and agree to the deductions made and provided for herein, and shall receipt in full for the wages, pay or compensation which shall be paid monthly or at any other time, and such payment shall be a full and complete discharge and acquittance of all claims or demands whatsoever for the services rendered by such person during the period covered by such payment, notwithstanding the provisions of any other law, rule or regulation affecting the wages, pay or compensation of any person or persons employed in the New York state civil service to whom this article applies. Every officer or employee entering the service of the New York state hospital system on and after the first day of the calendar month after this section as hereby amended takes effect and who is not for any reason exempted from the benefits of this article, shall

contribute and continue to contribute thereto to the retirement fund at the rate of two per centum per month of his or her wages including maintenance, except maintenance shall not be considered in computing contributions or annuities of officers. All officers and employees participating in the retirement fund at the time this section as hereby amended takes effect or employed hereafter or reinstated shall, subject to the provisions of this act, continue to participate while they remain in the state hospital system. All officers and employees in the state hospital system prior to the twenty-second day of March, nineteen hundred and twelve, who are not participants in the retirement fund may become such by signifying their desire to do so to the retirement board within the thirty days next following the time this section as hereby amended takes effect and shall continue to be participants while they remain in the state hospital system.

§ 116. Repayments where retirement is without fault of officer or employee; payments in case of death.—Any person who has not become entitled to a retirement allowance, who loses his or her employment by reason of reduction of force or any change due to the action of the authorities of the state hospital system and not owing to his or her own default or misconduct, shall be entitled to receive on retirement the aggregate amount of his or her contribution to the fund or funds from which the retirement allowances are to be paid, and shall not be entitled to any further benefits under this article. In case of death of any annuitant occurring between quarterly payments, the estate of the deceased annuitant shall be paid the amount due the annuitant at the date of death. Such amount shall be accepted as a complete discharge and acquittance of all claims or demands whatsoever against the retirement fund. In case of death of an officer or an employee who has made at least two payments, his estate shall either be reimbursed in the amount contributed by him or her, or in such sum as the retirement board may deem proper.

§ 117. Forfeiture of right to annuity by default in making contributions.—Any officer or employee who has been granted retirement pursuant to the provisions of this article and who does not make all necessary contributions required herein, within ninety days after notice of such retirement, shall forfeit his or her rights to said annuity, and shall not be entitled to retirement except upon reapplication to the retirement board.

§ 118. Temporary officers and employees.—The retirement board hereinafter provided shall exclude from the operation of this act any group of officers or employees who receive their compensation

on a temporary payroll and whose tenure of office is intermittent or of uncertain duration.

§ 119. Retirement board created.—The retirement board hereinbefore mentioned, shall be composed of the comptroller of the state of New York, the medical member and the legal member of the New York state hospital commission, a representative of the officers to be chosen at a regular quarterly conference of the superintendents with the state hospital commission, and a representative of the employees, to be chosen by a majority vote of the employees contributing to the retirement fund, which board shall have general jurisdiction over and authority to pass upon all questions that may arise under the provisions of this article. Members of the retirement board as provided in this section, except the comptroller, medical and legal members of the state hospital commission, shall be chosen or elected, as provided in this section, within ninety days after this act as hereby amended takes effect and thereafter biennially, commencing with November, nineteen hundred and twenty.

§ 120. Medical examiners.—The retirement board may appoint one or more boards of medical examiners hereinbefore mentioned, each of which boards shall be composed of not less than three physicians connected with the New York state hospital system to conduct examinations.

§ 121. Application blanks.—All applications for retirement shall be made to the retirement board upon blanks to be provided for that purpose and shall be acted upon by said board within ninety days from the receipt thereof in order of such receipt.

§ 122. Expenses of administration.—All of the expenses involved in the administration and operation of the fund, not performed in the respective hospitals involved, shall be paid from the retirement fund on the audit of the retirement board, including salaries for any positions which the board may deem necessary.

Any person who shall not have notified the retirement board to the contrary in writing on or before the twenty-first day of April, nineteen hundred and twelve, pursuant to the former provisions of this section shall continue to be deemed to have signified his or her intention at that time to take advantage of the provisions of this article. (Thus amended by chapter 499, Laws of 1918.)

## ARTICLE VI

## Matteawan State Hospital

Section 130. Establishment and purposes of the Matteawan State Hospital.

131. Superintendent of state prisons to make rules and regulations.
132. Medical superintendent.
133. Medical superintendent as treasurer of the hospital.
134. Salaries of resident officers.
135. Powers and duties of medical superintendent and assistants.
136. Monthly estimates.
137. Power of removal.
138. Transfer of insane convicts to the Matteawan State Hospital.
139. Disposal of insane convicts after expiration of term of imprisonment.
140. Convicts on recovery, to be transferred to prison.
141. Certificate of conviction to be delivered to medical superintendent and copy filed.
142. Transfers from state hospitals to Matteawan State Hospital.
143. Authority to recover for the support of patients.
144. Tenure of office.
145. Communications with patients.

(Article and sections renumbered by chapter 59, Laws of 1912.)

§ 130. Establishment and purpose of the Matteawan State Hospital.—The grounds, buildings and property located at Matteawan, in the county of Dutchess, and used for the purpose of the hospital for insane criminals, shall continue to be known as the Matteawan State Hospital, to be used for the purpose of holding in custody and caring for such insane persons held under any other than a civil process as may be committed to the said institution by courts of criminal jurisdiction, or transferred thereto by the state hospital commission, and for such convicted persons as may be declared insane while undergoing sentence of one year or less or for a misdemeanor at any of the various penal institutions of the state, and for all female convicts becoming

insane while undergoing sentence. When a person is committed to the Matteawan State Hospital under the provisions of article eight, chapter five, section six hundred and fifty-nine; or title four, chapter two, section eight hundred and thirty-six of the code of criminal procedure—a copy of the minutes of the proceedings instituted to determine his mental condition shall be furnished to said hospital. (Thus amended by chapter 121, Laws of 1912.)

§ 131. Superintendent of state prisons to make rules and regulations.—The superintendent of state prisons, subject to the approval of the state commission in lunacy, shall make by-laws and regulations for the government of the hospital and the management of its affairs.

§ 132. Medical superintendent.—The superintendent of state prisons shall, whenever there is a vacancy, appoint a medical superintendent for the Matteawan State Hospital, who shall be a well-educated physician of at least five years' actual experience in a hospital for the care and treatment of the insane.

§ 133. Medical superintendent as treasurer of the hospital.—The medical superintendent shall be the treasurer of the hospital, and before entering upon his duties, shall file with the comptroller of the state his undertaking to the people with sureties to be approved by the superintendent of state prisons, to the effect that he will faithfully perform his trust as such treasurer. He shall have the custody of the moneys, securities and obligations belonging to the hospital, and not required by law to be or remain in the custody of the comptroller or in the state treasury, and shall open with some bank, in the vicinity of the hospital, to be selected with the approval of the comptroller, an account in his name as such medical superintendent, and immediately deposit in such bank all moneys received by him as such medical superintendent and treasurer, and shall draw therefrom only for the use of the hospital and in the manner provided by the by-laws and upon the order of the steward, specifying the object of each payment. He shall keep a full and accurate account of the receipts and payments, as directed by the by-laws, and of such other matters as the superintendent of state prisons and the state hospital commission may prescribe, and balance all his accounts, annually, on the thirtieth day of June, and within ten days thereafter deliver to the superintendent of state prisons, a statement thereof and an abstract of such receipts and payments for the past year. His books and vouchers shall at all times be open to the inspection of the superintendent of state prisons and the commission, and they may at any time require of him a statement of his accounts and of the funds and property in his custody. (Thus amended by chapter 118, Laws of 1916.)

§ 134. Salaries of resident officers.—The superintendent of state pris-

ons shall, from time to time, determine the annual salaries and allowances of the resident officers, and the same shall be paid in accordance with chapter three hundred and seventeen of the laws of nineteen hundred and ten, twice each month on the first and sixteenth days thereof by the treasurer of the state, on the warrant of the comptroller, out of any moneys in the treasury not otherwise appropriated, to the medical superintendent, on his presenting a bill of particulars thereof signed by the steward and properly certified by such medical superintendent. (Thus amended by chapter 121, Laws of 1912.)

§ 135. Powers and duties of medical superintendent and assistants.—The medical superintendent shall be the chief executive officer of the hospital and shall:

1. Have the general superintendence of the building and grounds, together with their furniture, fixtures and stock, and the direction and control of all persons therein, subject to the rules and regulations adopted by the superintendent of state prisons, with power to assign their respective duties.

2. Appoint such number of assistant physicians, as the necessities of the institution may require, subject to the approval of the superintendent of state prisons, also a steward and matron, all of whom and the medical superintendent, shall reside in the hospital, and shall be known as the resident officers thereof.

3. Appoint such and so many attendants and other subordinate employees as he may think proper and necessary for the economical and efficient administration of the affairs of the hospital, and prescribe their several duties and places, and fix, with the approval of the superintendent of state prisons, their compensation, and discharge any of them at his sole discretion; but in every case of discharge, so occurring, he shall, forthwith, enter the same with the reasons therefor, under an appropriate heading, in one of the record books of the hospital.

4. Give, from time to time, such orders and instructions as he may deem best calculated to insure good conduct, fidelity and economy in every department of labor and expense.

5. Maintain salutary discipline among all who are employed by the institution, and enforce strict compliance with all instructions and orders given by him, and uniform obedience to all the rules and regulations of the hospital.

6. Cause full and fair accounts and records of all his doings, and of the entire business and operations of the institution to be kept regularly, from day to day, in books provided for that purpose, in the manner and to the extent prescribed in the by-laws.

7. See that all accounts and records are fully made up to the last day of June in each year, and present the principal facts and results,

with his report thereon, to the superintendent of state prisons, within forty days thereafter. The resident officers, before entering upon their duties as such, shall severally take and file in the office of the secretary of state, the constitutional oath of office. The first assistant physician shall perform the duties and be subject to the responsibilities of the superintendent in his sickness or absence. The steward may personally purchase any supplies for the use of such hospital, but only in the name of the medical superintendent, and in each instance by his direction and not otherwise. (Thus amended by chapter 118, Laws of 1916.)

§ 136. Monthly estimates.—The medical superintendent shall cause an estimate to be made monthly, in accordance with forms to be approved by the state comptroller, of all moneys necessary for the support and maintenance of the hospital, which may be required to supplement the deficiencies in the earnings thereof. Such estimate shall be submitted to and examined by the superintendent of state prisons, who, if he is satisfied that it is correct, and that the articles named therein are actually needed for the support and maintenance of the hospital, shall certify to the same, and on production of such estimate so certified, to the comptroller, he shall draw his warrant on the state treasurer for the amount thereof, and the state treasurer shall pay such amount to the medical superintendent of the hospital, out of any money in the treasury appropriated for the support of such hospital.

§ 137. Power of removal.—The superintendent of state prisons may remove the medical superintendent, for cause shown, after having given an opportunity to such superintendent to be heard thereon, and such officer shall not be reappointed to the office of medical superintendent, or to any other position in said hospital.

§ 138. Transfer of insane convicts to the Matteawan State Hospital.—Whenever the physician of the state prison for women, any county penitentiary or workhouse, any reformatory for women, or of a state reformatory or any other penal institution shall report in writing to the warden or other officer in charge thereof, that any person undergoing a sentence of one year or less or convicted of a misdemeanor, or any female convict confined therein is, in his opinion, insane, such warden or other officer shall apply to a judge of a court of record to cause an examination to be made of such person by two legally qualified examiners in lunacy, other than a physician connected with such state prison, penitentiary, reformatory or penal institution. Such examiners shall be designated by the judge to whom the application is made. Such examiners, if satisfied, after a personal examination, that such convict is insane, shall make a certificate to such effect in the form and manner prescribed by this chapter for the commitment

of insane persons to state hospitals. Such warden or other person in charge shall apply to a judge of a court of record for an order transferring such convict to the Matteawan State Hospital, accompanying such application with such certificate in lunacy. Such judge if satisfied that such convict is insane, shall issue such order of transfer, and such warden or other officer in charge shall thereupon cause such convict to be transferred to the Matteawan State Hospital and delivered to the medical superintendent thereof. At the time of such transfer the certificate in lunacy and order of transfer shall be presented to such medical superintendent. Such insane convict shall be received into such hospital and retained there until legally discharged. Such warden, or other officer in charge, before transferring such insane convict, shall see that he is bodily clean, and is provided with a new suit of clothing similar to that furnished to convicts on their discharge from prison. The costs necessarily incurred in determining the question of insanity, including the fees of the medical examiners, shall be a charge upon the state or the municipality at whose expense the institution from which the transfer is made or sought to be made is maintained.

§ 139. Disposal of insane convicts after expiration of term of imprisonment.—Whenever any convict in the Matteawan State Hospital, under and by virtue of this chapter, shall continue to be insane at the expiration of the term for which he was sentenced, he may be retained therein until he has recovered or is otherwise legally discharged. The medical superintendent of such hospital may discharge and deliver any patient whose sentence has expired, and who is still insane, but who, in the opinion of the superintendent is reasonably safe to be at large, to his relatives or friends who are able and willing to comfortably maintain him, without further public charge; and such patient may, in the discretion of the medical superintendent, be provided with the whole or a portion of such allowances as are hereinafter granted to recovered convicts. Whenever any convict, who, by reason of his insanity, shall have been retained beyond the date of the expiration of his sentence shall recover, he may be discharged by the medical superintendent, and such convict shall be entitled to ten dollars in money, suitable clothing and a railroad ticket to the county of his conviction or to such other place as he may designate at no greater distance. Any convict in the Matteawan State Hospital, whose term of imprisonment has expired by commutation or otherwise, and who is not recovered may, upon an order of the state hospital commission, be transferred to any institution for the insane. (Thus amended by chapter 121, Laws of 1912.)

§ 140. Convicts on recovery, to be transferred to prison.—Whenever

any convict, who shall have been confined in such hospital as an insane person, shall have recovered before the expiration of his sentence, and the medical superintendent thereof shall so certify in writing to the agent and warden or other officer in charge of the institution, from which such convict was received or to which the superintendent of state prisons may direct that he be transferred, such convict shall forthwith be transferred to the institution from which he came by the medical superintendent of the hospital, or if received from one of the state prisons, to such state prison as the superintendent of state prisons may direct; and the agent and warden or other officer in charge of such institution shall receive such convict into such institution, and shall, in all respects, treat him as when originally sentenced to imprisonment. Any inmate not a convict, held upon an order of a court or judge, in a criminal proceeding, may be discharged therefrom, upon the superintendent's certificate of recovery, made to and approved by such court or judge.

§ 141. Certificate of conviction to be delivered to medical superintendent and copy filed.—Whenever any convict shall be transferred to the Matteawan State Hospital, the agent and warden or other officer in charge of the prison, penitentiary, reformatory or other penal institution from which such convict is transferred, shall cause a correct copy of the original certificate of conviction of such convict to be filed in the office of the warden or officer in charge, and shall deliver the original certificate to the medical superintendent of such hospital; and whenever any such convict shall be transferred to any penal institution from such hospital, as hereinbefore provided, the medical superintendent shall deliver to the agent and warden, or other officer in charge of such institution, such original certificate, which shall be filed in the clerk's office of the same.

§ 142. Transfers from state hospitals to Matteawan State Hospital.—The commission may, by order in writing, transfer to the Matteawan State Hospital any insane inmate of a state hospital, who was held under any other than a civil process, committed thereto upon the order of a court of criminal jurisdiction or of a judge or justice of such a court; or any patient who has previously been sentenced to a term of imprisonment in any penal institution, and who still manifests criminal tendencies, or any such patient who has previously been an inmate of the Matteawan State Hospital. All persons committed to said Matteawan State Hospital shall be a charge upon the state. (Thus amended by chapter 121, Laws of 1912.)

§ 143. Authority to recover for the support of patients.—The medical superintendent of the hospital is hereby authorized to recover for the support of any patient therein, chargeable under the law to either

counties or penitentiaries, in an action to be brought, in the name of the people of the state of New York, against the county or penitentiary, for the maintenance of said patient.

§ 144. Tenure of office.—Nothing in this article shall be construed to affect the tenure of office of any of the officers of the hospital who held such office on July first, eighteen hundred and ninety-six.

§ 145. Communications with patients.—No person not authorized by law or by written permission from the superintendent of state prisons shall visit the Matteawan State Hospital, or communicate with any patient therein without the consent of the medical superintendent; nor without such consent shall any person bring into or convey out of the Matteawan State Hospital any letter or writing to or from any patient; nor shall any letter or writing be delivered to a patient, or if written by a patient be sent from the Matteawan State Hospital until the same shall have been examined and read by the medical superintendent or some other officer of the hospital duly authorized by the medical superintendent. But communications addressed by such patient to the county judge or district attorney of the county from which he was sentenced, shall be forwarded, after examination by such medical superintendent, to their destination.

## ARTICLE VII

### Dannemora State Hospital

Section 150. Establishment and purposes of the Dannemora hospital.

- 151. Superintendent of state prisons to make rules and regulations.
- 152. Medical superintendent.
- 153. Medical superintendent as treasurer of the hospital.
- 154. Salaries of resident officers.
- 155. Powers and duties of medical superintendent and assistants.
- 156. Monthly estimates.
- 157. Power of removal.
- 158. Transfer of prisoners in state prisons, reformatories and penitentiaries to Dannemora hospital.
- 159. Retention of insane convicts after the expiration of their terms.
- 160. Discharge of insane convicts after expiration of terms.
- 161. Convicts on recovery to be transferred to prison.
- 162. Certificate of conviction to be delivered to medical superintendent and copy filed.
- 163. Communications with patients.

(Article and sections renumbered by chapter 59, Laws of 1912.)

§ 150. Establishment and purposes of the Dannemora State Hospital.—The grounds and property located at Dannemora, in the county of Clinton, and the buildings erected thereon, shall be known as the Dannemora State Hospital. Such hospital shall be used for the purpose of confining and caring for such male prisoners as are declared insane while confined in a state prison, reformatory, or penitentiary, who have been sentenced thereto for a felony. (Thus amended by chapter 121, Laws of 1912.)

§ 151. Superintendent of state prisons to make rules and regulations.—The superintendent of state prisons shall make by-laws and rules and regulations for the government of the hospital and the management of its affairs.

§ 152. Medical superintendent.—The superintendent of state prisons shall, whenever there is a vacancy, appoint a medical superintendent for the Dannemora State Hospital, who shall be a well educated physician and a graduate of an incorporated medical college of at least five years actual experience in a hospital for the care and treatment of the insane. (Thus amended by chapter 121, Laws of 1912.)

§ 153. Medical superintendent as treasurer of the hospital.—The medical superintendent shall be the treasurer of the hospital, and before entering upon his duties, shall file with the state comptroller his undertaking to the people with sureties, to be approved by the superintendent of state prisons, to the effect that he will faithfully perform his trust as such treasurer. He shall have the custody of the moneys, securities and obligations belonging to the hospital and not required by law to be or remain in the custody of the comptroller or in the state treasury, and shall open with some bank, in the vicinity of the hospital, to be selected with the approval of the comptroller, an account in his name as such medical superintendent, and immediately deposit in such bank all moneys received by him as such medical superintendent and treasurer, and shall draw therefrom only for the use of the hospital and in the manner provided by the by-laws and upon the order of the steward, specifying the object of each payment. He shall keep a full and accurate account of the receipts and payments, as directed by the by-laws, and of such other matters as the superintendent of state prisons may prescribe, and balance all his accounts, annually, on the thirtieth day of June, and within ten days thereafter deliver to the superintendent of state prisons, a statement thereof and an abstract of such receipts and payments for the past year. His books and vouchers shall at all times be open to the inspection of the superintendent of state prisons, who may at any time require of him a statement of his accounts and of the funds and property in his custody. (Thus amended by chapter 118, Laws of 1916.)

§ 154. Salaries of resident officers.—The superintendent of state prisons shall, from time to time, determine the annual salaries and allowances of the resident officers, and the same shall be paid by the treasurer of the state, on the warrant of the comptroller, out of any moneys in the treasury appropriated for that purpose, to the medical superintendent, on his presenting a bill of particulars thereof signed by the steward, and properly certified by such medical superintendent. (Thus amended by chapter 121, Laws of 1912.)

§ 155. Powers and duties of medical superintendent and assistants.—The medical superintendent shall be the chief executive officer of the hospital and shall:

1. Have the general superintendence of the building and grounds, together with their furniture, fixtures and stock, and the direction and control of all persons therein, subject to the rules and regulations adopted by the superintendent of state prisons, with power to assign their respective duties.

2. Appoint such number of assistant physicians, as the necessities of the institution may require, and a steward, all of whom and the medical superintendent, shall, as soon as accommodations are provided, reside on the hospital grounds, and shall be known as the resident officers of the hospital.

3. Appoint such and so many attendants and other subordinate employees as he may think proper and necessary for the economical and efficient administration of the affairs of the hospital, and prescribe their several duties and places, and fix, with the approval of the superintendent of state prisons, their compensation, and discharge any of them at his sole discretion; but in every case of discharge, so occurring, he shall, forthwith, enter the same with the reasons therefor, under an appropriate heading, in one of the record books of the hospital.

4. Give, from time to time, such orders and instructions as he may deem best calculated to insure good conduct, fidelity and economy in every department of labor and expense.

5. Maintain salutary discipline among all who are employed by the institution, and enforce strict compliance with all instructions and orders given by him, and uniform obedience to all rules and regulations of the hospital.

6. Cause full and fair accounts and records of all his doings, and of the entire business and operations of the institution to be kept regularly, from day to day, in books provided for that purpose, in the manner and to the extent prescribed in the by-laws.

7. See that all accounts and records are fully made up to the last day of June in each year, and present the principal facts and results, with his report thereon, to the superintendent of state prisons,

within forty days thereafter. The resident officers, before entering upon their duties as such, shall severally take and file in the office of the secretary of state, the constitutional oath of office. The first assistant physician shall perform the duties and be subject to the responsibilities of the superintendent in his sickness or absence. The steward may personally purchase any supplies for the use of such hospital, but only in the name of the medical superintendent, and in each instance by his direction and not otherwise. (Thus amended by chapter 118, Laws of 1916.)

§ 156. Monthly estimates.—The medical superintendent shall cause an estimate to be made monthly, in accordance with forms to be approved by the state comptroller, of all moneys necessary for the support and maintenance of the hospital, which may be required to supplement the deficiencies in the earnings thereof. Such estimate shall be submitted to and examined by the superintendent of state prisons, who, if he is satisfied that it is correct, and that the articles named therein are actually needed for the support and maintenance of the hospital, shall certify to the same, and on production of such estimate so certified, to the comptroller, he shall draw his warrant on the state treasurer for the amount thereof, and the state treasurer, shall pay such amount to the medical superintendent of the hospital out of any money in the treasury appropriated for the support of such hospital.

§ 157. Power of removal.—The superintendent of state prisons may remove the medical superintendent, for cause shown, after an opportunity to such superintendent to be heard thereon, and such officer shall not be reappointed to the office of medical superintendent, or to any other position in said hospital.

§ 158. Transfer of prisoners in state prisons, reformatories and penitentiaries to Dannemora State Hospital.—Whenever the physician of any one of the state prisons, reformatories or penitentiaries shall certify to the warden or superintendent thereof, that a male prisoner confined therein and sentenced thereto for a felony, is, in his opinion, insane, such warden or superintendent shall cause such prisoner to be transferred to the Dannemora State Hospital and delivered to the medical superintendent thereof. Such superintendent shall receive the prisoner into such hospital, and retain him there until legally discharged. The warden or superintendent, before transferring such insane prisoner, shall see that he is in a state of bodily cleanliness, and is provided with a new suit of clothing similar to that furnished to convicts on their discharge from prison. At the time of such transfer, there shall be transmitted to the medical superintendent of such hospital the original certificate of conviction and the certificate of insanity executed by the physician, which shall be filed in the office

of such medical superintendent who shall file a notice of such transfer in the office of the superintendent of state prisons. (Thus amended by chapter 121, Laws of 1912.)

§ 159. Retention of insane convicts after the expiration of their terms.—When the term of a convict confined in Dannemora State Hospital has expired, and, in the opinion of the medical superintendent, such convict continues insane, the medical superintendent shall apply to a judge of a court of record to cause an examination to be made of such person, by two legally qualified examiners in lunacy, other than a physician connected with such hospital, qualified to act as medical examiners in lunacy. Such examiners shall be designated by the judge to whom the application is made. Such examiners, if satisfied, after a personal examination, that such convict is insane, shall make a certificate to such effect in the form and manner prescribed by article three of this chapter, for the commitment of insane persons to state hospitals. Such superintendent shall apply to a judge of a court of record for an order authorizing him to retain such convict at the Dannemora State Hospital, accompanying such application with such certificate in lunacy. Such judge, if satisfied that such convict continues insane, shall issue such order of retention, and such superintendent shall thereupon retain the convict at Dannemora State hospital until discharged as provided by law. The certificate in lunacy and order of retention shall be kept by the medical superintendent in his office, and a copy thereof shall be filed in the office of the state hospital commission. The costs necessarily incurred in determining the question of insanity, including the fees of the medical examiners, shall be a charge upon the amount appropriated for the support and maintenance of the Dannemora State Hospital, and be paid in the same manner as are other expenses of such hospital. (Thus amended by chapter 121, Laws of 1912.)

§ 160. Discharge of insane convicts after expiration of terms.—The medical superintendent of the Dannemora State Hospital may discharge and deliver any patient whose sentence has expired, and who is still insane, but who, in the opinion of the superintendent, is reasonably safe to be at large, to his relatives or friends who are able and willing to comfortably maintain him, without further public charge; and such patient may, in the discretion of the medical superintendent, be provided with the whole or a portion of such allowances as are hereinafter granted to recovered convicts. Whenever any convict, who, by reason of his insanity, shall have been retained beyond the date of the expiration of his sentence, shall recover, he may be discharged by the medical superintendent, and such convict shall be entitled to ten dollars in money, suitable clothing and a railroad ticket

to the county of his conviction or to such other place as he may designate at no greater distance. Any convict in the Dannemora State Hospital, whose term of imprisonment has expired by commutation or otherwise, and who is not recovered may, upon an order of the state hospital commission, be transferred to any institution for the insane. (Thus amended by chapter 121, Laws of 1912.)

§ 161. Convicts on recovery to be transferred to prison.—Whenever any convict, who shall have been confined in such hospital as an insane person, shall have recovered before the expiration of his sentence, and the medical superintendent thereof shall so certify in writing to the warden or superintendent of the institution from which such convict was received, or to which the superintendent of state prisons may direct that he be transferred, such convict shall forthwith be transferred to the institution from which he came, by the medical superintendent of the hospital, or, if received from one of the state prisons, to such state prison as the superintendent of state prisons may direct; and the warden or superintendent of such institution shall receive such convict into such institution, and shall, in all respects, treat him as when originally sentenced to imprisonment.

§ 162. Certificate of conviction to be delivered to medical superintendent and copy filed.—Whenever a convict is transferred to the Dannemora State Hospital, the warden or superintendent in charge of the prison, penitentiary, or reformatory from which such convict is transferred, shall cause a copy of the original certificate of conviction of such convict to be filed in the office of such warden or superintendent, and shall deliver the original certificate to the medical superintendent of such hospital; and whenever any such convict shall be transferred to any penal institution from such hospital, as hereinbefore provided, the medical superintendent shall deliver to the warden, or superintendent in charge of such institution, such original certificate, which shall be filed in the clerk's office of the same. (Thus amended by chapter 121, Laws of 1912.)

§ 163. Communications with patients.—No person not authorized by law or by written permission from the superintendent of state prisons shall visit the Dannemora State Hospital, or communicate with any patient therein, without the consent of the medical superintendent; nor without such consent shall any person bring into or convey out of the Dannemora State Hospital any letter or writing to or from any patient; nor shall any letter or writing be delivered to a patient, or if written by a patient, be sent from the Dannemora State Hospital until the same shall have been examined and read by the medical superintendent or some other officer of the hospital duly authorized by the medical superintendent. But communications addressed by such patient to the

county judge or district attorney of the county from which he was sentenced, shall be forwarded, after examination by such medical superintendent, to their destination. (Thus amended by chapter 121, Laws of 1912.)

## ARTICLE VIII

(As amended by chapter 289, Laws of 1910, and renumbered by chapter 59, Laws of 1912.)

### Psychiatric Institute

Section 170. Psychiatric Institute.

171. Maintenance of institute.

172. Director of institute; residence and maintenance of staff.

§ 170. Psychiatric Institute.—The Psychiatric Institute heretofore established by the commission is hereby continued and shall hereafter be known as the New York State Psychiatric Institute. The objects of such institute shall be that of conducting studies into the causes, nature and treatment of diseases affecting the mind, brain and nervous system, to discover and apply more efficient measures of prevention, treatment and cure of such disorders, in order that their numbers shall be decreased; conducting regular and special courses of instruction for physicians and others, in order to improve methods of care and treatment of patients; for the development of methods of prevention and cure through an out-patient department hereinafter provided for. Such institute shall be under the general supervision and control of the commission. The commission shall cause the institute to be removed from its present location on Ward's Island to the building or buildings hereinafter provided for. (Thus amended by chapter 860, Laws of 1920.)

§ 171. Maintenance of institute.—Such institute shall be maintained by the commission as part of the state hospital system, from appropriations obtained for such purpose. (Thus amended by chapter 121, Laws of 1912.)

§ 172. Director of institute; residence and maintenance of staff.—The director of such institute shall be appointed by the commission, after a special civil service examination therefor and shall be a qualified expert in psychiatric research. He shall perform, under the direction of the commission, such duties as may be required by the commission in carrying out the purposes of this act. He shall have the supervision and control of such institute and of the physicians

and others employed therein, and their appointment, subject to the general direction, supervision and control of the commission as provided in this article. He shall receive an annual salary to be fixed by the commission, within the amount appropriated therefor by the legislature. The state institutions shall co-operate with the institute in such manner as the commission may from time to time request. Resident physicians of the staff and officers and employees of such institute shall, if required by the commission, reside in such institute, and shall be furnished with rooms and maintenance as provided by law for officers and employees in state hospitals. (Thus amended by chapter 860, Laws of 1920.)

§ 172-a. Hospital and out-patient department.—Upon order of the commission, the institute shall be removed from its present location on Ward's Island to the building or buildings provided for in the laws of nineteen hundred and twenty and thereafter there shall be conducted as part of such institute a hospital and out-patient department for the reception, study and treatment of suitable patients. Patients shall be admitted, discharged, paroled and transferred in accordance with such rules and regulations as the commission may from time to time establish. The maintenance of such patients while under treatment in said institute and the cost of their care and treatment shall be provided for in the appropriation made for the support of the institute. Private patients may be admitted upon consent of the medical director at rates fixed by the state hospital commission. The director of the institute shall have general powers and duties in relation to the administration of the hospital department and the care and treatment of the patients therein similar to those conferred by the insanity law upon superintendents of state hospitals. (Added by chapter 860, Laws of 1920.)

### Commitment of Inebriates

(Sections 173, 174, 175 and 176 were added by chapter 526, Laws of 1913.)

§ 173. The judge of a court of record in the county or district where an alleged inebriate resides, or a judge of any court of record, may commit such person to any private licensed institution for the insane in the manner hereinafter provided, upon a proper application and upon the consent in writing of the trustees, signed by their superintendent or executive officer, upon the certificates in writing made, executed and verified by at least two physicians, qualified to act as medical examiners in lunacy, showing that such person is over the age of eighteen years, and is incapable or unfit to properly conduct himself or herself, or his or her affairs, or is dangerous to himself or herself or

others by reason of periodical, frequent or constant drunkenness, induced either by the use of alcoholic or other liquors, or of opium, morphine, or other narcotic or intoxicating or stupefying substance. Such certificate must further show that such person is in actual need of special care and treatment, and that his condition is such that his detention, care and treatment in such institution would be likely to effect a cure. Such certificate shall also specifically state the facts and circumstances upon which the judgment of each physician is based and shall show the result of such examination. It must appear upon the face of such certificate that each physician executing the same has made a personal examination of the person alleged to be an inebriate, and that such an examination has been made within ten days prior to the application for the commitment.

§ 174. The husband or wife, father or mother, brother or sister, or the child or committee of an alleged inebriate may apply for an order committing such person to the said licensed private institution for the insane, by presenting a brief petition containing a statement of the facts because of which the application for the order is made. Such petition shall be accompanied by the certificate of the physicians and the consent of the trustees as prescribed in the preceding section. Notice of the time and place of making such application shall be served personally upon the alleged inebriate at least three days before the date therein specified upon which the application will be made. A copy of the petition shall be served with such notice. The judge or justice before whom such application is made shall, in his discretion, direct the service personally or by mail of a like notice upon the husband or wife, father or mother, or next of kin, of such alleged inebriate. At the time and place mentioned in such notice or at such other time or place as the judge or justice may designate, said judge or justice shall proceed to hear the testimony introduced for and against such application, and may examine the alleged inebriate if deemed advisable. Such judge or justice may, in his discretion, require proofs in addition to the petition and certificates of the physicians. If, from the facts ascertained upon the hearing, the proofs produced, and the petition and certificates presented, the judge or justice shall determine that such person is an inebriate, or that he is so addicted to the use of opium, morphine or other narcotic or intoxicating or stupefying substance, and his condition is such that his detention in such institution would promote his interests and improve his health, he shall grant an order committing such person to such institution, to be detained therein for a period not exceeding twelve months, or for such period less than twelve months as may be necessary in the judgment of the physician in charge of such institution for the proper

treatment and cure of such person, or until discharged therefrom prior to the expiration of such period, as hereinafter provided. The physician in charge may grant a parole to a patient not exceeding six months.

§ 175. A person committed pursuant to this act or any relative or friend in his or her behalf, may within thirty days after any order of commitment is granted as provided in the preceding section, apply to a justice of the supreme court other than the justice making the commitment for a review of such order. Such justice shall thereupon cause a jury to be summoned as in the case of the proceedings for the appointment of the committee for an insane person, and shall try the question of the inebriety of such person in the manner provided by law for the proceedings for the appointment of such committee. If the verdict of the jury be that such person is an inebriate, such justice of the supreme court to whom such application was made shall certify that fact and commit such person to the care and custody of the said institution. Proceedings under the commitment shall not be stayed pending an appeal therefrom, except upon an order of a justice of the supreme court made upon notice and after a hearing, containing a provision for such temporary care or confinement of the alleged inebriate as may be deemed necessary. Upon the refusal of a judge to grant an application for the commitment of an alleged inebriate he shall state his reasons for such refusal in writing, and the person making the application may apply to a justice of the supreme court in the manner specified in this section where an application is made in behalf of the alleged inebriate, and a commitment may be had after an appeal by a jury as provided herein.

§ 176. A person who has been committed to such institution is entitled to a writ of habeas corpus upon a proper application made by him or her or by any relative or friend in his or her behalf; upon the return of such writ, the fact of the inebriety of such person and the reasons for his or her further detention in such institution shall be inquired into. The superintendent or executive, or the medical officer in charge of such institution, or any proper person, may be sworn and examined, as to the mental and physical condition of such person. If it appears upon such hearing that such person may properly be discharged, the judge or justice before whom the hearing is had shall so direct; but if it shall appear that the condition of such person is such as to render further treatment desirable, such person shall be remanded to the care and custody of such institution.

## ARTICLE IX

## Laws repealed; when to take effect

Section 190. Laws repealed.

191. When to take effect.

§ 190. Laws repealed.—Of the laws enumerated in the schedule hereto annexed, that portion specified in the last column is hereby repealed.

§ 191. When to take effect.—This chapter shall take effect immediately.

## SCHEDULE OF LAWS REPEALED

Revised Statutes, pt. 1, ch. 20, tit. 3.....	Chapter	All.
Laws of—		Sections
1788.....	31.....	6, 7 (11th Sess.)
1827.....	294.....	All
1828.....	20.....	15, ¶ 35, 36 (2d Meet.)
1828.....	21.....	1, ¶ 525 (2d Meet.)
1836.....	82.....	All
1838.....	218.....	All
1839.....	310.....	All
1840.....	303.....	All
1841.....	278.....	All
1842.....	135.....	All
1843.....	224.....	All
1844.....	337.....	All
1845.....	357.....	All
1846.....	98.....	4, 5
1846.....	324.....	1-3
1850.....	282.....	All
1851.....	446.....	All
1857.....	650.....	All
1858.....	130.....	All
1859.....	457.....	All
1860.....	450.....	All
1863.....	139.....	All
1864.....	196.....	All
1864.....	418.....	All
1865.....	266.....	All
1865.....	342.....	All
1865.....	353.....	All
1865.....	734.....	All
1867.....	93.....	All
1867.....	113.....	All
1867.....	343.....	All
1867.....	564.....	All
1867.....	595.....	All
1868.....	228.....	All
1869.....	895.....	3
1870.....	295.....	All
1870.....	337.....	2-7
1870.....	378.....	All

1870.....	441.....	All.....
1870.....	474.....	All.....
1870.....	633.....	All.....
1871.....	237.....	All.....
1871.....	713.....	All.....
1872.....	733.....	2, part amending L. 1865, Ch. 342, § 3
1873.....	587.....	All.....
1874.....	414.....	All.....
1874.....	446.....	All, except tit. I §§ 21, 22, 26
1875.....	264.....	All.....
1875.....	574.....	All.....
1875.....	634.....	I, ¶ 90
1876.....	121.....	All.....
1876.....	267.....	3-5
1878.....	47.....	All.....
1878.....	86.....	All.....
1879.....	45.....	All.....
1879.....	280.....	All.....
1880.....	61.....	I
1880.....	164.....	All.....
1881.....	49.....	All.....
1881.....	190.....	All.....
1883.....	193.....	All.....
1884.....	289.....	All.....
1884.....	515.....	All.....
1885.....	178.....	All.....
1885.....	462.....	All.....
1886.....	27.....	All.....
1886.....	215.....	All.....
1886.....	318.....	All.....
1886.....	545.....	All.....
1887.....	343.....	All.....
1887.....	375.....	All.....
1887.....	629.....	All.....
1888.....	451.....	All.....
1889.....	56.....	All.....
1889.....	283.....	All.....
1889.....	427.....	All.....
1890.....	126.....	All.....
1890.....	132.....	All.....
1890.....	243.....	All.....
1890.....	273.....	All.....
1890.....	461.....	All.....
1891.....	335.....	All.....
1892.....	276.....	All.....
1893.....	81.....	All.....
1893.....	214.....	All.....
1893.....	247.....	All.....
1893.....	323.....	All.....
1893.....	565.....	All.....
1893.....	614.....	All.....
1894.....	707.....	All.....
1895.....	172.....	All.....

1895.....	628.....	All
1895.....	855.....	All
1896.....	2.....	All
1896.....	481.....	All
1896.....	545.....	All
1897.....	460.....	All
1898.....	636.....	All
1899.....	260.....	All
1899.....	481.....	All
1899.....	520.....	All
1900.....	380.....	All
1900.....	634.....	All
1900.....	676.....	All
1901.....	137.....	All
1901.....	546.....	All
1901.....	644.....	All
		1, part providing for the establish- ment and mainte- nance of a patho- logical hospital
1902.....	26.....	All
1902.....	130.....	All
1902.....	391.....	All
1902.....	593.....	All
		1, part providing for the establish- ment and mainte- nance of a patho- logical hospital
1902.....	599.....	All
1903.....	146.....	All
1903.....	221.....	All
1903.....	598.....	All
		1, part providing for the establish- ment and mainte- nance of a patho- logical hospital
1904.....	326.....	All
1904.....	330.....	All
1904.....	428.....	All
1904.....	525.....	All
1904.....	714.....	All
1905.....	490.....	All
1905.....	497.....	All
1906.....	107.....	All
1906.....	284.....	All
1906.....	296.....	All
1907.....	325.....	All
1907.....	462.....	All
1908.....	213.....	All
1908.....	261.....	All
1908.....	487.....	All

SUBSIDIARY AND UNREPEALED STATUTES  
RELATING TO THE  
INSANE AND INSTITUTIONS FOR THEIR  
CARE AND TREATMENT

---

**CHAPTER 535, LAWS OF 1895**

AN ACT to protect the lives of the inmates of public buildings of state institutions and to protect said buildings against destruction by fire.

§ 1. It shall be the duty of each superintendent or chief executive officer of each of the public institutions of the state, supported wholly or partly by the funds of the state, to provide that the following regulations for the protection of the inmates of said buildings and the buildings be complied with: There shall be provided a sufficient number of standpipes, with connections or outlets on each floor, to which a length of fire hose shall be attached, to properly protect the entire floor surface. All fire hose must be tested at least once in three months under the direction of the engineer, and employees must be trained in its use. Not less than six portable fire extinguishers for each floor of each building, hand grenades and fire pails kept constantly filled with water and used for no other purpose shall be provided. Bathtubs shall be kept filled with water during the night and pails ready for use placed near them. Suitable steps must be provided under windows used as exits to fire-escapes and all fire-escapes must be properly inclosed with wire netting. Wards of the state, if physically and mentally able, must be required to occasionally go up and down the outside iron stairways which must be provided in order to become accustomed to their use. If gas is used, the pressure shall be regulated by governor that the flow may be as nearly uniform as possible. All swinging gas jets in closets, clothes-rooms, employees' room and in rooms occupied by wards of the state must be protected by wire screens. Gas stoves must be used only when absolutely necessary, and if used must be suitably inclosed with metal. Kerosene oil must not be used for lighting purposes unless the institution is not fully provided with gas or electric lights; and if such oil is used it must be of the highest fire test commercially obtainable. Candles must only be used in an emergency, and on the express authorization of the superintendent or chief executive officer. None but safety matches, or

those which can be used only on specially prepared surface, must be allowed in or about the institution, and, so far as possible, matches must be dispensed with and electric torches be supplied. All lanterns must be kept outside the buildings used for sleeping purposes, in charge of one person, who must regularly clean, replenish and distribute them. Painters' supplies and inflammable liquids of all kinds must not be stored in buildings occupied by wards of the state or employees. When oil or other inflammable substance is applied to floors it must be applied only by persons skilled in its application, and all articles used in applying such inflammable material must be carefully destroyed after use. All attics and basements must be constantly kept free from rubbish or articles not necessary to the proper conduct of the institution, and must be regularly swept, cleaned and all broken or needless articles promptly removed.

§ 2. The moneys necessary to carry out the provisions of this act shall be supplied from the moneys annually appropriated for the maintenance of the above described institutions.

---

## CHAPTER 824, LAWS OF 1895

AN ACT to amend title six of chapter seventeen of the code of civil procedure, in relation to the appointment of a committee of the person and property of a lunatic, idiot or habitual drunkard.

§ 1. The several sections of title six of chapter seventeen of the code of civil procedure hereinafter designated, are severally amended and new sections are enacted, which amended and new sections shall read as follows:

§ 2323. Application for committee, by whom made.—An application for the appointment of such a committee must be made by petition, which may be presented by any person. Except as provided in the next section, where the application is made to the supreme court, the petition must be presented at a special term held within the judicial district, or to a justice of said court within such judicial district at chambers, where the person alleged to be incompetent resides; or if he is not a resident of the state, or the place of his residence can not be ascertained, where some of his property is situated, or the state institution is situated of which he is an inmate.

§ 2323 (a). Application when incompetent person is in a state institution; petition, by whom made; contents and proceedings upon presentation thereof.—Where an incompetent person has been committed to a state institution in any manner provided by law, and is an

inmate thereof, the petition may be presented on behalf of the state by a state officer having special jurisdiction over the institution where the incompetent person is confined or the superintendent or acting superintendent of said institution; the petition must be in writing and verified by the affidavit of the petitioner or his attorney, to the effect that the matters therein stated are true to the best of his information or belief; it must show that the person for whose person or property, or both, a committee is asked has been legally committed to a state institution over which the petitioner has special jurisdiction, or of which he is superintendent or acting superintendent, and is at the time an inmate thereof; it must also state the institution in which he is an inmate, the date of his admission, his last known place of residence, the name and residence of the husband or wife, if any, of such person, and if there be none, the name and residence of the next of kin of such person living in this state so far as known to the petitioner; the nature, extent and income of his property, so far as the same is known to the petitioner, or can with reasonable diligence be ascertained by him. The petition may be presented to the supreme court at any special term thereof, held either in the judicial district in which such incompetent person last resided, or in the district in which the state institution in which he is committed is situated, or to a justice of the supreme court at chambers within such judicial district, or to the county court of the county in which the incompetent person resided at the time of such commitment, or of the county in which said institution is situated. Notice of the presentation of such petition shall be personally given to such person, and also to the husband or wife, if any, or if none to the next of kin named in the petition, and to the officer in charge of the institution in which such person is an inmate. Upon the presentation of such petition, and proof of the service of such notice, the court or justice may, if satisfied of the truth of the facts required to be stated in such petition, immediately appoint a committee of the person or property, or both, of such incompetent person or may require any further proof which it or he may deem necessary before making such appointment. (Thus amended by chapter 509, Laws of 1904.)

---

## CHAPTER 399, LAWS OF 1898

AN ACT to amend the code of criminal procedure, relative to proceedings respecting the support of poor persons.

§ 1. Sections nine hundred and fourteen, nine hundred and fifteen, nine hundred and sixteen, nine hundred and seventeen, nine hundred

and eighteen and nine hundred and twenty of the code of criminal procedure, are hereby amended to read as follows:

§ 914. Who may be compelled to support poor relatives.—The father, mother and children, if of sufficient ability, of a poor person who is insane, blind, old, lame, impotent or decrepit, so as to be unable by work to maintain himself, must, at their own charge, relieve and maintain him in a manner to be approved by the overseers of the poor of the town where he is, or in the city of New York, by the commissioners of public charities. If such poor person be insane, he shall be maintained in the manner prescribed by the insanity law. The father, mother, husband, wife or children of a poor insane person legally committed to and confined in an institution supported in whole or in part by the state, shall be liable, if of sufficient ability, for the support and maintenance of such insane person from the time of his reception in such institution.

§ 915. Order to compel a person to support a poor relative, et cetera.—If a relative of a poor person fail to relieve and maintain him, as provided in the last section, the overseers of the poor of the town where he is, or in the city of New York, the commissioners of public charities, may apply to any court of record or to a judge thereof where the relative dwells, for an order to compel such relief, upon at least ten days written notice, served personally, or by leaving it at the last place of residence of the person to whom it is directed, in case of his absence, with a person of suitable age and discretion. If such poor person be insane and legally committed to and confined in an institution supported in whole or in part by the state, and his relatives refuse or neglect to pay for his support and maintenance therein, application may be made by the treasurer of such institution in the manner provided in this section for an order directing the relatives liable therefor to make such payment.

§ 916. Court to hear the case and make order of support.—At the time appointed in the notice, the court or a judge thereof must proceed summarily to hear the allegations and proofs of the parties, and must order such of the relatives of the poor person mentioned in section nine hundred and fourteen, as were served with the notice and are of sufficient ability, to relieve and maintain him, specifying in the order the sum to be paid weekly for his support, and requiring it to be paid by the father, or if there be none, or if he be not of sufficient ability, then by the children, or if there be none, or if they be not of sufficient ability, then by the mother. If the application be made, to secure an order compelling relatives to pay for the maintenance of insane poor persons committed to and confined in an institution, supported in whole or in part by the state, such order shall specify

the sum to be paid for his maintenance by his relatives liable therefor, from the time of his reception in such institution to the time of making such order, and also the sum to be paid weekly for his future maintenance in such institution. The relatives served with such notice shall be deemed to be of sufficient ability, unless the contrary shall affirmatively appear to the satisfaction of the court or a judge thereof.

§ 917. Support; when to be apportioned among different relatives.—If it appear that any such relative is unable to wholly maintain the poor person or to pay for his maintenance if confined in a state institution for the insane, but is able to contribute toward his support, the court or a judge thereof may direct two or more relatives, of different degrees, to maintain him or to pay for his maintenance in such an institution if insane, prescribing the proportion which each must contribute for that purpose; and if it appear that the relatives are not of sufficient ability wholly to maintain him, or to pay for his maintenance in such an institution, if insane, but are able to contribute something, the court or a judge thereof must direct the sum, in proportion to their ability, which they shall pay weekly for that purpose. If it appears that the relatives who are liable for the maintenance of an insane poor person confined in a state institution for the insane are not able to pay the whole amount due for such maintenance from the time of such poor person's admission to such institution, the court or a judge thereof must direct the sum to be paid for such maintenance in proportion to the ability of the relatives liable therefor.

§ 918. Order to prescribe time during which support is to continue, or may be indefinite; when and how order may be varied.—The order may specify the time during which the relatives must maintain the poor person, or during which any of the sums directed by the court or a judge thereof are to be paid, or it may be indefinite or until the further order of the court or a judge thereof. If the order be for payment of a weekly sum for the maintenance of an insane poor person in a state institution, the order shall specify that such sum shall be paid as long as such insane poor person is maintained in such institution. The court or judge thereof may from time to time vary the order, as the circumstances may require, on the application either of any relative affected by it, or of an officer on whose application the order was made, upon ten days written notice.

§ 920. Action on the order on failure to comply therewith.—If a relative, required by an order of the court or a judge thereof, to relieve or maintain a poor person, neglect to do so in the manner approved by the officers mentioned in section nine hundred and fourteen, and neglect to pay to them weekly the sum prescribed by the court or a judge thereof, the officers may maintain an action against the relative,

and recover therein the sum prescribed by the court or a judge thereof for every week the order has been disobeyed, to the time of recovery, with costs, for the use of the poor. If the order directs a relative to pay for the maintenance of an insane poor person in a state institution, and such relative refuses or neglects to pay the amount specified therein, an action may be brought by the treasurer of such institution in its corporate name to recover the amount due to such institution by virtue of such order.

§ 2. This act shall take effect immediately.

---

## CHAPTER 241, LAWS OF 1915

AN ACT to amend the code of civil procedure, in relation to bonds of committees or special guardians in proceedings for the disposition of the real property of infants, lunatics, idiots or habitual drunkards.

Section 1. Section twenty-three hundred and fifty-one of the code of civil procedure is hereby amended to read as follows:

§ 2351. Bond of committee of lunatic, etc.—An application to sell, mortgage, release, or lease real property, or an interest in real property, of a lunatic, idiot or habitual drunkard, cannot be granted, unless a committee of his property has been appointed. Upon such an application, if it is made by the committee, the court must make an order, directing him to file with the clerk, a bond, with either individual or corporate surety, approved by the court as to form, amount and sufficiency of surety, conditioned for the faithful discharge of his trust; for the paying over and investing of, and accounting for, all moneys received by him in the special proceeding, according to the direction of any court having authority to give directions in the premises; and for the observance of the directions of the court, in relation to the trust. If the application is made by any other person, an order must be made thereupon, requiring the committee to show cause why he should not file such a bond. If, after hearing the committee, the court is of the opinion, that there is a probable cause for granting the application, it may make an order, requiring the committee to file such a bond; or, if the committee so elects, or fails to file the bond as directed in the order, it may appoint a suitable person to be the special guardian of the incompetent person, with respect to the proceedings, who must thereupon file such a bond. Where an application is made to release an inchoate right of dower, application must be made by the husband of the lunatic, idiot or habitual drunkard and may be made

before or after a committee has been appointed, except that application may be made by the committee of the property of the lunatic, idiot, or habitual drunkard in any case where, at the time of the application, the property to which the inchoate right of dower attaches has already been sold by the husband and the wife has not joined in the conveyance or otherwise released her inchoate right of dower. When the application is made by the husband, the court may appoint him special guardian, and he must file a bond as herein provided.

§ 2. This act shall take effect September first, nineteen hundred and fifteen.

---

## CHAPTER 637, LAWS OF 1915

AN ACT to amend the code of civil procedure, in relation to security to be given by the committee of an incompetent person.

Section 1. Section twenty-three hundred and thirty-seven of the code of civil procedure is hereby amended to read as follows:

§ 2337. Security to be given by committee.—The provisions of sections twenty-five hundred and seventy-six, twenty-six hundred and fifty and twenty-six hundred and fifty-two of this act, respecting the security to be given by the guardian of the person or of the property of an infant, appointed by a surrogate's court, except that part thereof authorizing the appointment of an associate with the guardian and the security to be given in such a case, apply to a committee of the person or of the property, appointed as prescribed in this article. A committee of the property cannot enter upon the execution of his duties, until security is given, as prescribed by the court. A committee of the person cannot enter upon the execution of his duties, until security is given, if required by the court.

§ 2. This act shall take effect immediately.

---

## CHAPTER 440, LAWS OF 1916

AN ACT to amend the code of civil procedure, in relation to appointment of guardians at litem and special guardians by supreme court.

Section 1. The code of civil procedure is hereby amended by inserting therein, after section four hundred and seventy-seven, a new section, to be section four hundred and seventy-seven-a, to read as follows;

§ 477-a. Appointment of guardians ad litem and special guardians by supreme court without application.—The supreme court may appoint a guardian ad litem or special guardian for an infant or an incompetent person, at any stage in any action or proceeding, when it appears to the court necessary for the proper protection of the rights and interest of such infant or incompetent person and fix the fees and compensation of such guardians, except when it is otherwise expressly provided by law.

§ 2. This act shall take effect September first, nineteen hundred and sixteen.

---

## CHAPTER 32, LAWS OF 1899

AN ACT requiring preference to be given in the purchase of supplies for state institutions to products raised within this state.

§ 1. The officers, boards, commissioners and departments whose duty it is to purchase supplies for the maintenance of inmates of state institutions, shall, in purchasing such supplies, give preference to products raised within the state, price and quality being equal.

§ 2. This act shall take effect immediately.

---

## CHAPTER 434, LAWS OF 1905

AN ACT to amend the code of civil procedure, relative to the partition and sale of real property of incompetents.

Section 1. Section fifteen hundred and ninety of the code of civil procedure, as amended by chapter nine hundred and forty-six of the laws of eighteen hundred and ninety-five is hereby amended to read as follows:

§ 1590. Where an infant, idiot, lunatic, or habitual drunkard, holds real property, in joint tenancy or in common, the general guardian of the infant, or the committee of the idiot, lunatic, or habitual drunkard, may apply to the supreme court or to the county court of the county, wherein the real property is situated, for authority to agree to a partition of the real property. Where such application affects the interests of an incompetent person who has been committed to a state institution, and is an inmate thereof, notice of such application must be given to the superintendent, acting superintendent, or state officer having special jurisdiction over the institution where the incompetent person is confined.

§ 2. Section twenty-three hundred and forty-nine of the code of civil procedure is hereby amended to read as follows:

§ 2349. An application, in either of the cases prescribed, in the last section, must be made by the petition of the general guardian, or the guardian of the property of the infant; or by the committee of the property of the lunatic or other incompetent person; or by any relative, or other person, in behalf of either. Where the application is in behalf of an infant of the age of fourteen years or upwards, the infant must join therein. Where the application is made to the supreme court, the petition must be presented at a term held within the judicial district, in which the property, or a part thereof, is situated. Where such application affects the interest of an incompetent person who has been committed to a state institution and is an inmate thereof, notice of such application must be given to the superintendent, acting superintendent, or state officer having special jurisdiction over the institution where the incompetent person is confined.

§ 3. This act shall take effect September first, nineteen hundred and five.

## CHAPTER 630, LAWS OF 1915

AN ACT to amend the code of civil procedure in relation to the inventory and account of the committee of an incompetent person.

Section 1. Section twenty-three hundred and forty-one of the code of civil procedure is hereby amended to read as follows:

§ 2341. Committee of property ; to file inventory and account.—The provisions of sections twenty-six hundred and sixty and twenty-six hundred and sixty-one of this act, requiring the general guardian of an infant's property, appointed by a surrogate's court, to file in the month of January in each year an inventory, account and affidavit, and prescribing the form of the papers so to be filed, apply to a committee of the property appointed, as prescribed in this title. For the purpose of making that application the committee is deemed a general guardian of the property; the person with respect to whom he is appointed is deemed a ward and the papers must be filed in the office of the clerk of the court by which the committee was appointed, or if he was appointed by the supreme court, in the clerk's office where the order appointing him is entered, and, if the incompetent person for whom such committee is appointed has been committed to a state institution, and is an inmate thereof, a duplicate of such inventory, account, and affidavit, shall be filed also by said committee with the superintendent or officer having special jurisdiction over the institution where the incompetent person is confined. In every case where a committee has used or employed the services of an incompetent person, with respect to whom he has been appointed a committee, or

where moneys have been earned by or received on behalf of such incompetent person, the committee must account for any moneys so earned or derived from such services, the same as for other property or assets of the incompetent person.

§ 2. This act shall take effect immediately.

---

## CHAPTER 535, LAWS OF 1916

AN ACT to amend the code of civil procedure, in relation to judicial accounts by committees of incompetent persons.

Section 1. Section twenty-three hundred and forty-two of the code of civil procedure is hereby amended to read as follows:

§ 2342. Idem; may be compelled to file the same, or render an additional account, et cetera. In the month of February of each year, the presiding judge of the court by which the committee of the property was appointed, or if he was appointed by the supreme court, the county judge of the county where the order appointing him is entered, must examine, or caused to be examined, under his direction, all accounts and inventories filed by committees of the person and property, since the first day of February of the preceding year. If it appears, upon the examination, that a committee, appointed as prescribed in this title, has omitted to file his annual inventory or accounting, or the affidavit relating thereto, as prescribed in the last section, or if the judge is of the opinion that the interests of the person, with respect to whom the committee was appointed, requires that he should render a more full or satisfactory inventory or account, the judge must make an order requiring the committee to supply the deficiency, and also, in his discretion, personally to pay the expense of serving the order upon him. An order so made may be entered and enforced, and the failure to obey it may be punished, as if it were made by the court. Where the committee fails to comply with the order, within three months after it is made, or, where the judge has reason to believe that sufficient cause exists for the removal of the committee, the judge may, in his discretion, appoint a fit person special guardian of the incompetent person, with respect to whom the committee was appointed, for the purpose of filing a petition in his behalf for the removal of the committee and prosecuting the necessary proceedings for that purpose. The committee may be compelled in the discretion of the court to pay personally the costs of the proceedings so instituted. Where the examination of the accounts and inventories of committees of incompetent persons provided for herein is made pursuant to the order or direction of a county judge, the expense of such examination as allowed

by the county judge directing the examination shall be payable by the county treasurer of the county out of any court funds in his hands upon the order of the county judge directing such examination. The committee of the property of an incompetent person appointed as prescribed in this title, may apply to the court making the appointment, for an order to permit him to render to such court an intermediate judicial account of all his proceedings affecting the property of the incompetent person to the date of the filing thereof. And the court upon examination may, in its discretion, make an order directing that such account be filed with the clerk of the court where the application is made, on or before the date determined by the order.

The account to be filed pursuant to such order shall be verified and contain a just, true and proper statement of all the acts of the committee, and an itemized statement of the receipts and disbursements of any and all moneys and properties that have come into hand covering the whole of the period for which the accounting is asked. A summary statement shall be included in the account and all vouchers shall be filed therewith. Notice of the filing of such account pursuant to such order and of an application for the judicial settlement thereof shall be given in the manner in which and to the persons to whom notice of application for the appointment of a committee of the person or property of an alleged incompetent person, lunatic, idiot or habitual drunkard is required to be given by title six of chapter seventeen of the code of civil procedure. Upon the return day of the notice of such application the court shall have the power to appoint a referee to take and state such account and to report to the court with his opinion thereon as to all matters embraced in said account. The court shall have power and it shall be its duty to appoint a suitable person as special guardian of the incompetent person for the protection of his rights and interests in said proceeding.

Upon the motion for a confirmation of the report of a referee appointed pursuant to the provisions hereof or if the accounting be had before the court, upon the court's determination, said account shall be then judicially adjusted, determined, fixed and filed.

The compensation of the referee and of the special guardian appointed under the provisions of this chapter shall in every instance be fixed by the court to be paid out of the estate, if any, of the incompetent person. The judicial settlement of the final account of a committee shall be made in the same manner, so far as may be applicable, as provided in this section for the judicial settlement of an intermediate account.

§ 2. This act shall take effect September first, nineteen hundred and sixteen.

**CHAPTER 652, LAWS OF 1915**

AN ACT to amend the code of civil procedure, in relation to the compensation of committee.

Section 1. Section twenty-three hundred and thirty-eight of the code of civil procedure is hereby amended to read as follows:

§ 2338. Compensation of committee.—A committee of the property is entitled to the same compensation as an executor, administrator or testamentary trustee. But in a special case, where his services exceed those of an executor or administrator, the supreme court or a county court within the county may allow him such an additional compensation for such additional services, as it deems just. The compensation of a committee of the person must be fixed by the court, and paid by the committee of the property, if any, out of the funds in his hands. The additional compensation authorized by this section may be allowed to the committee upon any judicial settlement made by him, and shall be for such additional services up to and including such settlement.

§ 2. This act shall take effect September first, nineteen hundred and fifteen.

---

**CHAPTER 238, LAWS OF 1917**

AN ACT creating the hospital development commission, defining its powers and duties, authorizing contracts for new buildings in connection with the Utica state hospital and the Middletown state hospital, and making appropriations for such purpose and for the expense of the hospital development commission.

Section 1. Hospital development commission created.—A commission is hereby created consisting of the state engineer, the chairman of the state hospital commission, the state architect, the chairman of the senate finance committee, the chairman of the assembly ways and means committee, two members to be appointed by the governor and one member of the legislature who shall also be a minority member of one of the financial committees of the legislature to be named by the minority leaders of the senate and assembly. The appointment of the last named member of the commission shall be evidenced by certificate duly executed by said minority leaders of the legislature and filed in the office of the secretary of state.

§ 2. Powers and duties of hospital development commission.—Such commission shall

1. Examine each site of hospital development in the state, together with such other sites as the state now owns or which in the future may be developed for hospital purposes;
2. Make a complete investigation of the capacity of the present state hospital buildings;
3. Consider future policy of the state for the care of the insane, and whether advisable to make it part custodial and part hospital;
4. Adopt a general plan of hospital development taking into consideration proximity to centers of population, transportation of supplies, patients and their relatives and friends, healthfulness, water supply and drainage facilities;
5. Devise and adopt a plan to provide for the proper accommodation of the present surplus of patients, both in the civil hospitals and in the hospitals for the criminal insane the normal increase and a moderate surplusage of accommodations at its completion at the end of ten years;
6. Estimate the probable cost of such plan in detail;
7. Consider each hospital site as entity and submit a comprehensive plan for its development to a predetermined capacity, showing location, size and character of each building proposed;
8. Recommend to the legislature of each year on the date on which it convenes, an expenditure equal to one-tenth of the cost of the entire hospital plan when completed stating in detail which buildings coming within such appropriation in cost are most immediately necessary for relieving congestion for the proper care of patients and attendants and for the symmetrical and efficient development of the entire plan.
9. Investigate the problem of the proper care of the feeble-minded in the state with the purpose of devising a plan for its solution and when this problem is under consideration the fiscal supervisor of state charities shall take the place of the chairman of the state hospital commission on the commission hereby created and the secretary of the state board of charities shall take the place of the state engineer.

§ 3. Expenses of commission; assistants.—The members of the hospital development commission shall not be entitled to any compensation for their services, but shall be allowed their necessary traveling and hotel expenses incurred in the performance of their duties. Such commission may employ such assistants as may be needed, and may authorize the employment by the state engineer and state architect of such additional employees as may be needed in such offices for the purposes of this act.

§ 4. Contracts for new buildings at Marcy site.—The state hospital commission is hereby authorized to enter into a contract or contracts, in the manner provided by section sixty-five of the insanity law, for

the construction and equipment of new buildings on the Marcy site in connection with the Utica state hospital, including necessary heating, water supply and sewage disposal systems, at a cost of not exceeding one million two hundred and fifty thousand dollars (\$1,250,000). The hospital development commission shall determine the character of development and buildings first to be constructed on such site pursuant to this act. The sum of two hundred and ninety-nine thousand two hundred and fifty-four dollars and eighty-five cents (\$299,254.85), being the unexpended balance of the sum of three hundred thousand dollars (\$300,000), appropriated by chapter seven hundred and thirteen of the laws of nineteen hundred and fifteen for the construction and equipment of the Mohansic state hospital, is hereby reappropriated and made available for commencing the work of construction at Marcy. The new building constructed by the hospital development commission on the Marcy site shall be known as Utica state hospital—Marcy division.

§ 5. Contracts for new building at Middletown.—The state hospital commission is hereby authorized to enter into a contract or contracts, in the manner provided by section sixty-five of the insanity law, for the construction and equipment of a new building at the Middletown state homeopathic hospital, including necessary heating, water supply and sewage disposal system, at a cost not exceeding three hundred and sixty-nine thousand dollars (\$369,000); but no such contract shall be entered into by the hospital commission until the character of the building to be constructed shall have been determined by the hospital development commission created by this act. The sum of one hundred thousand dollars (\$100,000) is hereby appropriated for the purposes of this section.

§ 6. Appropriation for expenses of the hospital development commission.—The sum of twenty thousand dollars (\$20,000), or so much thereof as may be needed, is hereby appropriated out of any money in the treasury, not otherwise appropriated, for the expenses of the hospital development commission as authorized by this act, including the necessary hire of an automobile or automobiles, the payment of experts and other assistants, and such additional employees as may be needed in the offices of the state engineer and state architect, but no such additional employees shall be so employed without the approval of the hospital development commission. The money hereby appropriated for the expenses of the commission shall be payable by the treasurer on the warrant of the comptroller on the approval of the chairman of the senate finance committee and the chairman of the assembly ways and means committee.

§ 7. This act shall take effect immediately.

**CHAPTER 150, LAWS OF 1918**

AN ACT to amend chapter two hundred and thirty-eight of the laws of nineteen hundred and seventeen, entitled, "An act creating the hospital development commission, defining its powers and duties, authorizing contracts for new buildings in connection with the Utica state hospital and the Middletown state hospital, and making appropriations for such purpose and for the expense of the hospital development commission," in relation to the segregation of the feeble-minded and the selection of a site for a new hospital for the insane, and making an appropriation for expenses of such commission in connection therewith.

Section 1. Section two of chapter two hundred and thirty-eight of the laws of nineteen hundred and seventeen, entitled "An act creating the hospital development commission, defining its powers and duties, authorizing contracts for new buildings in connection with the Utica State Hospital and the Middletown State Hospital, and making appropriations for such purpose and for the expense of the hospital development commission," is hereby amended by inserting therein, at the end thereof, two new subdivisions, to be subdivisions ten and eleven, to read as follows:

io. Make recommendations for a reclassification of the institutions of the state except the prisons and the hospitals for the insane with a view to the segregation of the feeble-minded.

ii. Select a site for a new hospital for the insane adjacent to the metropolitan district as defined in the report of the hospital development commission transmitted to the legislature, February eighteenth, nineteen hundred and eighteen. Such site shall be so situated as to preclude any danger of contamination to the water supply of any municipality from the sewage of said institution when erected.

§ 2. The sum of ten thousand dollars (\$10,000) is hereby appropriated to the hospital development commission created pursuant to chapter two hundred and thirty-eight of the laws of nineteen hundred and seventeen, for securing an option on a site for the new hospital referred to in subdivision eleven of section two of such chapter, as added by this act, and for the making of necessary tests, borings, surveys and investigations to determine the question of adequate water supply and practicability of sewage disposal for such new hospital. The moneys hereby appropriated shall be payable by the treasurer on the warrant of the comptroller on the approval of the chairman of the senate finance committee and the chairman of the assembly ways and means committee.

§ 3. This act shall take effect immediately.

**CHAPTER 321, LAWS OF 1917**

AN ACT to amend the public health law, in relation to registration districts for vital statistics.

Section 1. Sections three hundred and seventy-two and three hundred and seventy-three of chapter forty-nine of the laws of nineteen hundred and nine, entitled "An act in relation to the public health, constituting chapter forty-five of the consolidated laws," as added by chapter six hundred and nineteen of the laws of nineteen hundred and thirteen, are hereby amended to read as follows:

§ 372. Registration districts.—The state shall be divided into registration districts as follows: Each city, each incorporated village, each town, and each state hospital, charitable or penal institution shall constitute a primary registration district, provided that the state commissioner of health may combine two or more primary registration districts or divide one registration district into two or more primary districts to facilitate registration.

§ 373. Registrar of vital statistics.—In each primary registration district there shall be a registrar of vital statistics. Qualifications of registrars of vital statistics hereafter appointed shall be prescribed by the public health council. A local health officer shall be eligible for appointment as registrar of vital statistics and if so appointed and if receiving a salary equivalent to not less than fifteen cents per year per inhabitant of such registration district, he shall serve as registrar of vital statistics without additional remuneration therefor. In towns and villages the registrar or registrars of vital statistics shall be appointed by the town board and by the village board of trustees respectively; in the cities, unless otherwise provided by the charter, the registrar or registrars of vital statistics shall be appointed by the mayor. In each primary registration district consisting of a state hospital, charitable or penal institution, the registrar shall be the superintendent or person in charge of such institution, provided however, that he shall receive no additional remuneration for acting as such registrar. The term of office of a registrar of vital statistics, unless the charter of the city or village shall provide otherwise, shall be four years. Each registrar of vital statistics shall hold office until his successor shall have been appointed and shall have qualified. Any registrar of vital statistics who in the judgment of the state commissioner of health fails or neglects to discharge efficiently the duties of his office as set forth in this article, or to make prompt and complete return of births and deaths as required thereby, shall be forthwith removed by the state commissioner of health, and such other penalties may be imposed as are provided by this article. Each registrar of

vital statistics shall immediately upon his acceptance of appointment as such, appoint a deputy whose duty it shall be to act in his stead in case of his absence or inability, and such deputy shall in writing accept such appointment and be subject to all rules and regulations governing registrars. When it appears necessary for the convenience of the people in any rural district, the registrar is authorized, with the approval of the state commissioner of health, to appoint one or more suitable persons to act as subregistrars, who shall be authorized to receive birth and death certificates and to issue burial or removal permits in and for such portions of the district as may be designated, and each such subregistrar shall note on each certificate over his signature the date of filing and shall forward all certificates to the local registrar of the district within three days, and in all cases before the third day of the following month; provided, however, that each subregistrar shall be subject to the supervision and control of the state commissioner of health and may be by him removed for neglect or failure to perform his duty in accordance with the provisions of this act or the regulations of the public health council, and shall be subject to the same penalties for neglect of duty as the local registrar.

§ 2. This act shall take effect immediately.

---

## CHAPTER 211, LAWS OF 1917

AN ACT to amend the agricultural law, in relation to state farms and institutions.

Section 1. Section twelve of chapter nine of the laws of nineteen hundred and nine, entitled "An act in relation to agriculture, constituting chapter one of the consolidated laws," as added by chapter four hundred and thirty-four of the laws of nineteen hundred and ten, is hereby amended to read as follows:

§ 12. The commissioner of agriculture is hereby empowered and authorized to examine or cause to be examined food or food products produced or secured for use in the state institutions,—milk, monthly; other foods semi-annually—and to make or cause to be made such other examinations as he may deem wise or as the facts seem to necessitate and warrant relative to such food products and relative to the agricultural methods at all farms connected with the state hospitals reporting to the state hospital commission, at all farms connected with state charitable institutions reporting to the fiscal supervisor of state charities, at all farms connected with state prisons reporting to the superintendent of prisons, and report the results of such examinations and make recommendations thereupon as follows: to the fiscal

supervisor relative to farms connected with the state charitable institutions reporting to the fiscal supervisor, to the state hospital commission relative to farms reporting to that commission, and to the superintendent of state prisons relative to farms reporting to that official. For the purpose of assisting the commissioner of agriculture in the performance of duties authorized by this section, the fiscal supervisor and the superintendent of prisons and the state hospital commission shall secure and transmit to the commissioner of agriculture such available appropriate information and render such other assistance as the commissioner of agriculture may call for.

The commissioner of agriculture shall give such directions as in his judgment are deemed best to each superintendent, warden, or other person in charge of the several farms connected with the state institutions above mentioned as to proper care and development of farm lands and as to kind, production and disposition of crops, stock and produce and all other matters connected with the management of such farms; which directions when issued shall be made effective by such superintendent, warden or other person in charge of such farms. No land shall hereafter be purchased by the state for farm purposes connected with any of the above institutions without the approval and appraisal of the commissioner of agriculture.

§ 2. This act shall take effect July first, nineteen hundred and seventeen.

---

## CHAPTER 338, LAWS OF 1910

AN ACT to amend the code of criminal procedure, generally.

Section 1. Section four hundred and ninety-five-a of the code of criminal procedure is hereby amended to read as follows:

§ 495-a. Proceedings when person under sentence of death is declared insane.—If a defendant in confinement under sentence of death appears to be insane, the governor may appoint a commission of not more than three disinterested persons to examine him, and report to the governor as to his sanity at the time of the examination. The commission must summarily proceed to make their examination. Before commencing they must take the oath prescribed in the code of civil procedure to be taken by referees. They must be attended by the district attorney of the county in which the murder was committed, upon at least seven days' notice to him, and may call and examine witnesses and compel their attendance. The counsel for the defendant may take part in the proceedings. When the commissioners have concluded their examination, they must forthwith report the facts to the governor with their opinion thereon. Whenever any person under sentence of death shall

be found insane by such commission, the governor may, in his discretion, order his removal to a state hospital for insane convicts, there to remain until restored to his right mind, and it shall be the duty of the medical superintendent of such hospital, whenever, in his opinion, said convict is cured of his insanity, to report the fact to the state commission in lunacy and a justice of the supreme court of the district in which said hospital is situated, which justice shall thereupon inquire into the truth of such fact, and if the same be proved to his satisfaction, he shall so certify it under his official hand to the clerk of the court in which such convict was sentenced, and cause him, the said convict, to be returned to the custody of the warden of the state prison whence he came, there to be dealt with according to law.

§ 2. Sections four hundred and ninety-six and four hundred and ninety-seven of the code of criminal procedure are hereby repealed.

§ 3. Section four hundred and ninety-eight of the code of criminal procedure is hereby amended to read as follows:

§ 498. Examination; suspension of execution.—If it be found by the examination that the defendant is insane, the warden must suspend execution of the warrant directing the defendant's death, until he receives a warrant from the governor directing that the defendant be executed.

§ 4. Section four hundred and ninety-nine of the code of criminal procedure is hereby amended to read as follows:

§ 499. Governor's duty.—The governor upon the receipt of the certificate of the justice of the supreme court, as provided in section four hundred and ninety-five-a, that the defendant is cured of his insanity, and as soon as he is satisfied of the sanity of the defendant, or of his restoration to sanity, must issue his warrant, appointing a time and place for the execution of the defendant, pursuant to his sentence, unless the sentence is commuted or the convict pardoned, and may in the meantime give directions for the disposition and custody of the defendant.

§ 5. Section five hundred of the code of criminal procedure is hereby amended to read as follows:

§ 500. If female convict is pregnant, warden of state prison to impanel jury of physicians.—If there is reasonable ground to believe that a female defendant, sentenced to the punishment of death, is pregnant, the warden of the state prison having custody of the defendant must impanel a jury of six physicians to inquire into her pregnancy. A physician acting as a juror upon such an inquisition, need not be qualified to serve as a juror in a court of record.

§ 6. Section five hundred and one of the code of criminal procedure is hereby amended to read as follows:

§ 501. Inquisition; suspension of execution.—The inquisition of the jury must be signed by the jurors and the warden of the prison. If it is found by the inquisition that the defendant is quick with child, the warden must suspend the execution of the warrant directing her execution until he receives a warrant from the governor directing that the convict be executed.

§ 7. Section five hundred and two of the code of criminal procedure is hereby amended to read as follows:

§ 502. Warden to transmit inquisition to governor; governor's duty.—The warden must immediately transmit the inquisition to the governor, who, as soon as he is satisfied that the defendant is no longer quick with child, may issue his warrant, appointing a time and place for her execution, pursuant to her sentence, or may commute her punishment to imprisonment for life.

§ 8. This act shall take effect immediately.

---

## CHAPTER 557, LAWS OF 1910

AN ACT to amend the code of criminal procedure, in relation to proceedings when a person in confinement appears to be insane.

Section 1. Section eight hundred and thirty-six of the code of criminal procedure is hereby amended to read as follows:

§ 836. Proceedings when person in confinement appears to be insane.—If any person in confinement under indictment or under a criminal charge, or for want of bail for good behavior, or for keeping the peace, or for appearing as a witness, or by order of any justice, or under any other than civil process, shall appear to be insane, a judge of a court of record of the city or county or a justice of the supreme court of the judicial district in which the alleged insane person is confined, in all cases outside the city of New York, and in all cases within the city of New York in which the maximum fine for the offense exceeds five hundred dollars or the term of imprisonment for the offense exceeds one year, shall institute a careful investigation, call two legally qualified examiners in lunacy, neither of whom shall be a physician connected with the institution in which such person so to be examined is confined, and other credible witnesses, invite the district attorney to aid in the examination, and, if he deem it necessary, call a jury, and for that purpose is fully empowered to compel the attendance of witnesses and jurors, and if it be satisfactorily proved that he is insane, said judge shall discharge him from imprisonment and instead commit

him to a state institution for the care, custody and treatment of the insane, where he shall remain until restored to his right mind. The superintendent of such institution shall then inform the said judge and district attorney so that the person so confined may be returned forthwith to the authority by which he was originally held in confinement; and the proceeding for which the person was in such confinement shall then be resumed. The fees of the medical examiners called as witnesses, and the other necessary expenses for such investigation, shall be audited and allowed at a reasonable sum by said judge, and upon the presentation of the order made by him, such fees and expenses shall be paid by the county treasurer of the county where such person is confined, as a county charge. In case any person within the city of New York, in confinement under indictment or under a criminal charge, or for want of bail for good behavior, or for keeping the peace, or for appearing as a witness, or by order of any justice, or under any other than civil process, in which the maximum fine for the offense does not exceed five hundred dollars or the maximum term of imprisonment for the offense does not exceed one year, or in which no fine or term of imprisonment is provided, shall appear to be insane, the judge or magistrate of the court having jurisdiction over the proceeding in which such person is confined shall commit such apparently insane person, in the boroughs of Manhattan and the Bronx to the care and custody of the board of trustees of Bellevue and allied hospitals who shall keep such person in a safe and comfortable place until the question of his sanity be determined, and in the boroughs of Brooklyn, Queens and Richmond, to the care and custody of the commissioner of public charities, who shall keep such person in a safe and comfortable place, until the question of his sanity be determined. Whenever in the city of New York a person is committed as apparently insane as above provided, it shall be the duty of the board of trustees of Bellevue and allied hospitals or the commissioner of public charities, as the case may be, forthwith to take proper measures for the determination of the question of the insanity of such person. If the person shall be found to be sane by the authorities to whom he was committed, the judge committing such person shall be notified, and such person shall be returned forthwith to the authority by which he was originally held in confinement; and the proceeding for which the person was in such confinement shall then be resumed. If such person be found to be insane, and no demand is made for a hearing in behalf of the alleged insane person, a judge of a court of record of the city or county or a justice of the supreme court of the judicial district in which the alleged insane person is confined, shall discharge him from imprisonment and instead commit him to a state institution for the care,

custody and treatment of the insane, where he shall remain until restored to his right mind. If a demand is made for a hearing in behalf of the alleged insane person such judge shall proceed in accordance with sections eighty-two and eighty-three of chapter twenty-seven of the consolidated laws. When an insane person, committed to a state institution in accordance with the provisions of this section, shall have been restored to his right mind, the superintendent of such institution shall inform the judge who committed the person of the fact of his recovery, and such person shall be returned forthwith to the authority by which he was originally held in confinement; and the proceeding for which the person was in such confinement shall then be resumed.

---

## CHAPTER 342, LAWS OF 1913

AN ACT to amend the state finance law, in relation to the powers and duties of the state comptroller.

Section 1. Subdivision four of section five of chapter fifty-eight of the laws of nineteen hundred and nine, entitled "An act in relation to state finance, constituting chapter fifty-six of the consolidated laws," is hereby amended to read as follows:

5. Draw warrants on the treasury for the payment of the moneys directed by law to be paid out of the treasury, but no such warrant shall be drawn unless authorized by law, and every such warrant shall refer to the law under which it is drawn.

Section 2. Section sixteen of such chapter is hereby amended to read as follows:

Section 16. Accounts and contracts. The comptroller shall prepare a form of accounts to be observed in every state charitable institution, reformatory, house of refuge, industrial school, department, board or commission, which shall be accepted and followed by them respectively, after thirty days' notice thereof. Such forms shall include such a uniform method of bookkeeping, filing and rendering of accounts as may insure a uniform statement of purchase of like articles, whether by the pound, measure or otherwise, as the interests of the public service may require, and a uniform method of reporting in such institutions and departments, the amount and value of all produce and other articles of maintenance raised upon the lands of the state, or manufactured in such institution, and which may enter into the maintenance of such institution or department. All purchases for the use of any department, office or work of the state government shall be for cash. Each voucher, whether for a purchase or for services or

other charge shall be filled up at the time it is taken. Where payment is not made directly by the state treasurer, proof in some proper form shall be furnished on oath, that the voucher was so filled up at the time it was taken, and that the money stated therein to have been paid, was in fact paid in cash or by check or draft on some specified bank.

Before any contract made for or by any state charitable institution, reformatory, house of refuge, industrial school, officer, department, board or commission, shall be executed or become effective, when such contract exceeds one thousand dollars in amount, it shall first be approved by the comptroller and filed in his office. Whenever any liability of any nature shall be incurred by or for any state charitable institution, reformatory, house of refuge, industrial school, officer, department, board or commission, notice that such liability has been incurred shall be immediately given in writing to the state comptroller. Whenever any supplies or materials are furnished to any state charitable institution, reformatory, house of refuge, industrial school, officer, department, board or commission, a duplicate of the invoice shall be delivered to the comptroller at the same time that it is delivered to the officer, department or institution receiving the supplies or materials.

This section, as amended, shall be deemed to supersede any other provision of this chapter or of any other general or special law inconsistent therewith.

Section 3. This act shall take effect immediately.

---

## CHAPTER 544, LAWS OF 1913

AN ACT to amend the code of civil procedure, in relation to final orders upon an application for the discharge of a person imprisoned or restrained in his liberty.

Section 1. Section twenty hundred and forty-three of article three, title two, chapter sixteen of the code of civil procedure, is hereby amended to read as follows:

§ 2043. When discharge to be granted; when proceeding to cease. If it appears, that the prisoner is unlawfully imprisoned or restrained in his liberty, the court or judge must make a final order, discharging him forthwith. If it appears that he is lawfully imprisoned or detained, and is not entitled to be bailed, the court or judge must make a final order, dismissing the proceedings. A final order made in a proceeding brought on behalf of a person imprisoned or detained in any of the state hospitals mentioned in section forty of the insanity

law or in the Matteawan State Hospital or in the Dannemora hospital for insane convicts, shall be conclusive evidence, upon a hearing of any subsequent proceeding involving the detention of the same person, of all the facts determined by the court, unless such final order shall otherwise specify.

§ 2. This act shall take effect immediately.

---

## CHAPTER 494, LAWS OF 1913

AN ACT to amend the labor law, in relation to mechanics working in state institutions.

Section 1. Section three of chapter thirty-six of the laws of nineteen hundred and nine, entitled "An act relating to labor, constituting chapter thirty-one of the consolidated laws," as amended by chapter two hundred and ninety-two of the laws of nineteen hundred and nine, is hereby amended to read as follows:

§ 3. Hours to constitute a day's work. Eight hours shall constitute a legal day's work for all classes of employees in this state except those engaged in farm and domestic service unless otherwise provided by law. This section does not prevent an agreement for overwork at an increased compensation except upon work by or for the state or a municipal corporation, or by contractors or subcontractors therewith. Each contract to which the state or a municipal corporation or a commission appointed pursuant to law is a party which may involve the employment of laborers, workmen, or mechanics shall contain a stipulation that no laborer, workman or mechanic in the employ of the contractor, subcontractor or other person doing or contracting to do the whole or a part of the work contemplated by the contract shall be permitted or required to work more than eight hours in any one calendar day except in cases of extraordinary emergency caused by fire, flood or danger to life or property. The wages to be paid for a legal day's work as hereinbefore defined to all classes of such laborers, workmen or mechanics upon all such public works, or upon any material to be used upon or in connection therewith, shall not be less than the prevailing rate for a day's work in the same trade or occupation in the locality within the state where such public work on, about or in connection with which such labor is performed in its final or completed form is to be situated, erected or used. Each such contract hereafter made shall contain a stipulation that each such laborer, workman or mechanic, employed by such contractor, subcontractor or other person on, about or upon such public work, shall receive such wages herein provided for. Each contract for such public work hereafter

made shall contain a provision that the same shall be void and of no effect unless the person or corporation making or performing the same shall comply with the provisions of this section; and no such person or corporation shall be entitled to receive any sum nor shall any officer, agent or employee of the state or of a municipal corporation pay the same or authorize its payment from the funds under his charge or control to any such person or corporation for work done upon any contract, which in its form or manner of performance violates the provisions of this section, but nothing in this section shall be construed to apply to stationary firemen in state hospitals nor to other persons regularly employed in state institutions, except mechanics, nor shall it apply to engineers, electricians and elevator men in the department of public buildings during the annual session of the legislature, nor to the construction, maintenance and repair of highways outside the limits of cities and villages.

§ 2. This act shall take effect immediately.

---

## CHAPTER 344, LAWS OF 1914

AN ACT to amend the code of civil procedure, relative to the powers and duties of committees of the person and property of incompetent persons.

Section 1. Section twenty-three hundred and forty-two of the code of civil procedure is hereby amended to read as follows:

§ 2342. Id.; may be compelled to file the same, or render an additional account, et cetera. In the month of February of each year, the presiding judge of the court by which the committee of the property was appointed, or if he was appointed by the supreme court, the county judge of the county where the order appointing him is entered, must examine, or cause to be examined, under his direction, all accounts and inventories filed by committees of the person and property, since the first day of February of the preceding year. If it appears, upon the examination, that a committee, appointed as prescribed in this title, has omitted to file his annual inventory or accounting, or the affidavit relating thereto, as prescribed in the last section, or if the judge is of the opinion that the interests of the person, with respect to whom the committee was appointed, requires that he should render a more full or satisfactory inventory or account, the judge must make an order requiring the committee to supply the deficiency, and also, in his discretion, personally to pay the expense of serving the order upon him. An order so made may be entered and enforced, and the failure to obey it may be punished, as if it were

made by the court. Where the committee fails to comply with the order, within three months after it is made, or, where the judge has reason to believe that sufficient cause exists for the removal of the committee, the judge may, in his direction, appoint a fit person special guardian of the incompetent person, with respect to whom the committee was appointed, for the purpose of filing a petition in his behalf for the removal of the committee and prosecuting the necessary proceedings for that purpose. The committee may be compelled in the discretion of the court to pay personally the costs of the proceedings so instituted. Where the examination of the accounts and inventories of committees of incompetent persons provided for herein is made pursuant to the order or direction of a county judge, the expense of such examination as allowed by the county judge directing the examination shall be payable by the county treasurer of the county out of any court funds in his hands upon the order of the county judge directing such examination. The committee of the property of an incompetent person appointed as prescribed in this title, may at any time in the discretion of the court making such appointment, render to such court an intermediate judicial account of all his proceedings affecting the property of the incompetent person to the date of the filing thereof; and said account shall be then judicially adjusted, determined and filed; and the same shall be in all respects a final judicial account of the proceedings of said committee affecting said property to that time. Notice of the application for such intermediate accounting shall be given in the manner in which and to the persons to whom notice of application for the appointment of a committee of the person or property of an alleged lunatic, idiot or habitual drunkard is required to be given by title six of chapter seventeen of the code of civil procedure. The court shall have power and it shall be its duty to appoint a suitable person as special guardian of the incompetent person for the protection of his rights and interest in said proceeding.

---

## CHAPTER 325, LAWS OF 1915

AN ACT to amend the code of civil procedure, in relation to production of hospital records by virtue of a subpoena duces tecum.

Section 1. The code of civil procedure is hereby amended by adding a new section after section eight hundred and sixty-seven thereof, to be section eight hundred sixty-seven-a, to read as follows:

§ 867-a. Subpoena duces tecum relating to hospital records.—Where a subpoena duces tecum shall be served upon a public hospital, or

superintendent or officer thereof, requiring the production of any books of such hospital, showing certain entries or records therein, or any other record or data relating to the physical condition or treatment of a patient, a transcript of such entries or records or data duly certified by the superintendent of such hospital or his assistant and delivered to the court or tribunal requiring it shall be deemed sufficient compliance with such subpoena, unless otherwise ordered by the court, and any such transcript authenticated and produced as herein provided, shall be deemed evidence as if the original of such books, entries or records were produced.

§ 2. This act shall take effect September first, nineteen hundred and fifteen.

---

## CHAPTER 295, LAWS OF 1915

AN ACT to amend the judiciary law, in relation to the appointment of examining physicians in criminal or special proceedings.

Section 1. Chapter thirty-five of the laws of nineteen hundred and nine, entitled "An act in relation to the administration of justice, constituting chapter thirty of the consolidated laws," is hereby amended by inserting therein a new section after section thirty thereof, to be section thirty-one, to read as follows:

§ 31. Examining physicians. In a criminal action or proceeding or in a special proceeding instituted by the state writ of habeas corpus or certiorari to inquire into the cause of detention, in which the soundness of mind of a person is in issue, the court in which or the judge or justice before whom the action or special proceeding is pending may appoint not more than three disinterested competent physicians to examine such person as to his soundness of mind at the time of the examination. Any such examining physician may be sworn as a witness at the instance of any party to the action or proceeding. The compensation of such examining physician for making such examination and testifying, when certified by the presiding judge or justice of the court or judge or justice making the appointment, shall be paid out of any funds available for the payment of and in the same manner as other court expenses.

§ 2. This act shall take effect immediately.

**CHAPTER 400, LAWS OF 1918**

AN ACT to amend the state finance law, in relation to creating a central supply committee for the state, and prescribing its powers and duties.

Section 1. Article seven and sections one hundred and ten and one hundred and eleven of chapter fifty-eight of the laws of nineteen hundred and nine, entitled "An act in relation to state finance, constituting chapter fifty-six of the consolidated laws," are hereby renumbered article eight and sections one hundred and fifty and one hundred and fifty-one, respectively, and a new article seven added to read as follows:

**ARTICLE VII****Central Supply Committee**

Section 110. Creation.

- 111. Organization; sub-committee of the officers and employees.
- 112. Meetings.
- 113. General powers.
- 114. Rules and regulations.
- 115. Joint contracts after July first, nineteen hundred and nineteen.
- 116. Annual schedule; articles included.
- 117. Letting of contracts.
- 118. Notice of contracts.
- 119. Purchases; how made.
- 120. Aid to departments and officers.
- 121. Exemptions.
- 122. Members shall not be financially interested.
- 123. Schedules of requirements.

§ 110. Creation. A committee of seven members is hereby created consisting, ex-officio, of the state comptroller, the state commissioner of education, the superintendent of public works, the secretary of the trustees of public buildings, the chairman of the state hospital commission, the fiscal supervisor of state charities, and the superintendent of state prisons, which shall be known as central supply committee for the state of New York. All members of the committee shall serve without pay. The state comptroller shall be chairman of such committee.

§ 111. Organization; sub-committee of state officers and employees. Within thirty days after this article takes effect the committee shall meet and organize by electing a secretary from among its members, or from among the employees of the state who shall have had broad experience in the purchasing of materials and supplies. Such secretary shall serve at the pleasure of the committee without extra compensation over and above that received in the regular occupation in which he is employed. Such committee may also appoint from among the state officers and employees such sub-committees as it may deem necessary from time to time in carrying out the provisions of this article. Such sub-committees may be changed or removed at the pleasure of the committee.

§ 112. Meetings. Regular meetings of the committee shall be held on the first Tuesday of each month between the hours of two and four o'clock in the afternoon unless such day falls upon a holiday, in which case the meeting shall be held during the same hours on the next day following. Special meetings may be called by the state comptroller or by any three members of the committee at any time. A majority of the members present at any meeting shall constitute a quorum for the transaction of business unless otherwise herein provided. All meetings shall be held at the office of the state comptroller in Albany and shall be open to the public. The committee shall keep and record full minutes of all its meetings and such minutes shall be open to public inspection at all reasonable hours.

§ 113. General powers. The committee shall have power to take and hear testimony, subpoena witnesses and compel the production of books, papers and records; and the members thereof or any person duly authorized by it shall have power to inspect the books, records and documents of any state department, board, commission, office or institution, and the head of any such department, board, commission, office or institution or any other person in charge thereof shall afford to any member of such committee or other person delegated by it to make such examination every facility for such purpose. Any member of the committee may designate in writing a deputy or other assistant in the employ of the state to represent and act for him at any regular or special meeting of the committee or for any other purpose coming within the powers and duties of such member.

§ 114. Rules and regulations. The committee may make rules and regulations for carrying out the provisions of this article, which rules and regulations shall be open to the inspection of the public at the office of the comptroller in Albany during the ordinary business hours of each day and shall be observed by all departments, boards, commissions, institutions and persons coming within the purview of this article.

§ 115. Joint contracts after July first, nineteen hundred and nineteen. The committee shall continue its investigation of the methods of the state departments, boards, commissions, officers and institutions in the purchasing of materials and supplies with a view to the systematic organization and consolidation of such purchasing on the first day of July, nineteen hundred and nineteen, and thereafter all materials and supplies, including furniture and furnishings, required for the various departments, boards, commissions, offices and institutions of the state which the committee may determine shall be purchased by joint contract and which are not required to be purchased from the penal institutions of the state under the provisions of the prison law shall be collectively advertised and contracted for by the committee on such days as it may designate.

§ 116. Annual schedule; articles included. The committee shall make an annual classified schedule of all materials and supplies which it shall have determined shall be purchased on joint contracts as a basis for soliciting bids for the furnishing thereof upon formulas and specifications drawn up by such experts in the service of the state as the committee may see fit to call upon who shall render whatever assistance the committee requires. Such schedule shall so far as possible be co-ordinated to the state's fiscal year. Articles intended to be purchased by joint contract are those in common use by or suitable for the ordinary needs of two or more of the state departments, boards, commissions, offices and institutions, but the committee shall have discretion to amend the annual schedule from time to time so as to include any articles which in its judgment could be more advantageously thus purchased. The determination of the committee that articles shall be purchased by joint contract shall be binding upon all the departments, boards, commissions, offices and institutions of the state for which such articles are included, but such determination shall not affect the provisions of the state finance law requiring the comptroller's approval of contracts in excess of one thousand dollars in amount. Articles not determined by the committee to be purchased on joint contract may be purchased under existing laws aside from the provisions of this article.

§ 117. Letting of contracts. Contracts shall be let to the lowest responsible bidder, taking into consideration the quality of the articles proposed to be supplied and their closest conformity with the specifications and uses for which required. All bids may be rejected. The committee shall determine the periods for which such contracts shall be let, except that no contract shall be let for a period longer than one year. Bond for the proper performance of each contract may be required or waived in the discretion of the committee.

§ 118. Notice of contracts. On the letting of any contract under this article, the comptroller shall in writing notify each department, board, commission and the head of each group of institutions for which any materials and supplies are included, of the execution of such contract, stating the prices of the articles included therein and where and of whom they may be obtained.

§ 119. Purchases; how made. All purchases under a joint contract let pursuant to this article shall be made for cash or on credit or time not exceeding sixty days.

§ 120. Aid to departments and officers. The committee shall aid the various departments, boards, commissions, officers and institutions in securing the proper fulfillment of contracts, for which purpose it may prescribe rules providing for such examinations, tests and deliveries of the articles received as may be necessary, wherein in its judgment existing methods of examinations, tests and deliveries are insufficient; in making additions to the said schedules; in the preparation, opening and considering of bids and in such other ways as the comptroller may request from time to time.

§ 121. Exemptions. In sudden emergencies arising from unforeseen causes which endanger the public health or the welfare of the inmates of the institutions or the property of the state, any articles required for immediate delivery to meet such exigencies; telephone service and electric light and power service purchased by contract from corporations or individuals; and articles used in scientific laboratory, research or demonstration work shall be exempted from the provisions of this article. The committee, in its discretion, may specifically exempt from this article any or all materials and supplies required in the operation of the industrial or manufacturing departments of any state institution by the affirmative vote of not less than five of its members.

§ 122. Members shall not be financially interested. No member of the committee shall be financially interested or have any personal beneficial interest either directly or indirectly in the purchase of any materials or supplies under this article nor in any firm, corporation, partnership or association furnishing or bidding on any such materials and supplies.

§ 123. Schedules of requirements. All departments, boards, commissions and the heads of and for the various groups of all the state institutions, shall, between the first day of January and the first day of March in each year after this article takes effect, file with the state comptroller schedules of the estimated quantities of materials and supplies of such character and classes as the committee may designate that will be required for the next ensuing fiscal year of the state,

specifying the articles and substantially the grades and qualities thereof. The committee shall consider such schedule with a view to consolidating, so far as practicable, the quantities of similar articles required, eliminating such as it may deem unnecessary and substituting standard grades, and, for the purpose of such consideration, may request that a representative from each or any such department, board, commission, office, group of institutions or separate institution be delegated to attend any meeting of the committee for the purpose of assisting in the determination of such elimination or substitution but in such determination, the decision of the committee shall be final.

§ 2. This act shall take effect immediately.

---

## EXTRACTS FROM CHAPTER 118, LAWS OF 1916

AN ACT to amend the consolidated laws, and other general acts in relation to change of the fiscal year and to adapting such laws to such change.

Section 1. Section two of chapter fifty-eight of the laws of nineteen hundred and nine, entitled "An act in relation to state finance, constituting chapter fifty-six of the consolidated laws," is hereby amended to read as follows:

§ 2. Fiscal year.—The fiscal year of all offices, asylums, hospitals, charitable and reformatory institutions in this state shall begin with the first day of July and end with the next following thirtieth day of June. All books and accounts in the offices of the comptroller and treasurer shall be kept by fiscal years. All annual accounts required to be rendered to the comptroller or treasurer by any person shall be closed on the thirtieth day of June in each year, and rendered as soon thereafter as practicable, if no time is specially prescribed by law. The first fiscal year under this section as hereby amended shall begin on the first day of July, nineteen hundred and sixteen; and the current fiscal year is hereby abridged, to end on the thirtieth day of June in such year.

Where any statute provides, in terms or effect, that any inventory or account, or a report relating in whole or in part to receipts and disbursements of money, be made to the legislature or any state officer annually, or for a year, by a board, commission or officer under the state government, such inventory or account, and such report so far as it relates to such receipts and disbursements, shall be for the preceding fiscal year, unless the calendar year be expressly mentioned.

§ 2. Subdivision six of section four of such chapter is hereby amended to read as follows:

6. Make a report to the legislature at its annual session, containing a complete statement of the funds of the state, its resources and public expenditures during the preceding fiscal year, a statement of each object of expenditure, the funds, if any, from which it is to be defrayed, and a statement of all claims against the state presented to him where no provision or an insufficient provision for the payment thereof has been made by law, with the facts relating thereto and his opinion thereon, and suggesting plans for the improvement and management of the public resources, and containing such other information and recommendations relating to the fiscal affairs of the state, as in his judgment should be communicated to the legislature. He shall also report to the legislature on or before February first in each year the expenditures, except for construction work and permanent betterments, of each state department, commission, board, bureau, office and institution, for the first six months of the then current fiscal year. (Section 3 of this chapter was amended by chapter 597, Laws of 1920. See page 160.)

§ 4. Section twenty of such chapter is hereby amended to read as follows:

§ 20. Annual inventory and report of institutions.—Every state charitable institution, state hospital, reformatory, house of refuge and industrial school shall file with the comptroller annually, on or before July twentieth, a certified inventory of all articles of maintenance on hand at the close of the preceding fiscal year, stating the kind and amount of each article. Every state charitable institution, state hospital, reformatory, house of refuge, state agricultural experiment station, and the health officer of the port of New York during the continuance of such office, required by law to report annually to the legislature, shall state an inventory of each article of property, stating its kind and amount, except supplies for maintenance, belonging to the state and in their possession on July first of each year.

§ 5. Section forty-four of chapter fifty-seven of the laws of nineteen hundred and nine, entitled "An act relating to state charities, constituting chapter fifty-five of the consolidated laws," as amended by chapter four hundred and five of the laws of nineteen hundred and eleven, is hereby repealed.

§ 6. Subdivision seven of section sixty-five of such chapter is hereby amended to read as follows:

7. See that such accounts and records shall be fully made up to the first days of January and July in each year, and that the principal

effects and results, with his report thereon, be presented to the board at its next meeting;

§ 7. Subdivision three of section sixty-six of such chapter, as amended by chapter four hundred and forty-nine of the laws of nineteen hundred and ten, is hereby amended to read as follows:

3. Balance all the accounts on his book on the first day of each July, and make a statement thereof, and an abstract of all the receipts and payments of the past year; and, within three days thereafter, deliver the same to the auditing committee of the managers, who shall compare the same with his books and vouchers, and verify the same by a further comparison with the books of the superintendent, and certify the correctness thereof to the managers at their annual meeting;

§ 8. Subdivision three of section one hundred and eight of such chapter, as amended by chapter four hundred and forty-nine of the laws of nineteen hundred and ten, is hereby amended to read as follows:

3. Balance all the accounts on his books on the first day of each July, and make a statement thereof, and an abstract of all the receipts and payments of the past year; and within five days thereafter deliver the same to the auditing committee of the managers, who shall compare the same with his books and vouchers, and verify the same by a comparison with the books of the superintendent, and certify the correctness thereof to the managers at their annual meeting.

§ 9. Subdivision three of section one hundred and thirty-two of such chapter, as amended by chapter four hundred and forty-nine of the laws of nineteen hundred and ten, is hereby amended to read as follows:

3. Make a detailed report to the legislature on or before the fifteenth day of January in each year, with recommendations as said managers may deem expedient, together with a statement of all moneys received by them and of the progress made in the erection of buildings for hospital purposes, if any, for the year ending on the thirtieth day of June preceding the date of such report.

§ 10. Subdivision three of section one hundred and thirty-four, as thus renumbered by chapter four hundred and forty-nine of the laws of nineteen hundred and ten, is hereby amended to read as follows:

3. Balance all accounts on his books annually on the last day of June and make a statement thereof and an abstract of the receipts and payments of the past year, and deliver the same within thirty days to the auditing committee of the managers who shall compare the same with the books and vouchers and verify the results upon further comparison with the books of the steward and certify to the correctness thereof to the managers at their next meeting.

§ 11. Subdivision three of section one hundred and fifty-eight, as amended by chapter four hundred and forty-nine of the laws of nineteen hundred and ten, is hereby amended to read as follows:

3. Balance all the accounts on his books on the first day of each July, and make a statement thereof, and an abstract of all the receipts and payments of the past fiscal year; and within five days thereafter deliver the same to the auditing committee of the trustees, who shall compare the same with his books and vouchers, and verify the same by a comparison with the books of the superintendent, and certify the correctness thereof to the trustees at their next meeting. \* \* \* \*

(The amendments made by this chapter to the Insanity Law have been incorporated in such law as printed in this volume.)

---

## EXTRACTS FROM CODE OF CRIMINAL PROCEDURE

### § 336. Plea of insanity.

Whenever a person in confinement under indictment desires to offer the plea of insanity, he may present such plea at the time of his arraignment, as a specification under the plea of not guilty.

Sec. 454. When defendant acquitted on the ground of insanity, the fact to be stated with the verdict; commitment of defendant to state asylum.

When the defense is insanity of the defendant the jury must be instructed, if they acquit him on that ground, to state the fact with their verdict. The court must, thereupon, if the defendant be in custody, and they deem his discharge dangerous to the public peace or safety, order him to be committed to the state lunatic asylum until he becomes sane.

§ 2. Section six hundred and fifty-eight of the code of criminal procedure is hereby amended to read as follows:

§ 658. Appointment of commission; their proceedings.—When a defendant pleads insanity, as prescribed in section three hundred and thirty-six, the court in which the indictment is pending, instead of proceeding with the trial of the indictment, may appoint a commission of not more than three disinterested persons, to examine him and report to the court as to his sanity at the time of the commission of the crime. The commission must summarily proceed to make their examination. Before commencing they must take the oath prescribed in the code of civil procedure, to be taken by referees. They must be attended by the district attorney of the county, and may call and examine witnesses and compel their attendance. The counsel of the

defendant may take part in the proceedings. When the commissioners have concluded their examination, they must forthwith report the facts to the court with their opinion thereon.

§ 3. This act shall take effect September first, nineteen hundred and ten.

Sec. 659. If found insane, trial or judgment suspended, and defendant to be committed to state lunatic asylum, if his discharge be dangerous to the public peace or safety.

If the commission find the defendant insane, the trial or judgment must be suspended until he becomes sane; and the court, if it deem his discharge dangerous to the public peace or safety, must order that he be, in the meantime, committed by the sheriff to a state lunatic asylum; and that upon his becoming sane, he be re-delivered by the superintendent of the asylum to the sheriff.

Sec. 661. Detention of defendant in asylum, and proceedings on his becoming sane.

If the defendant be received into the asylum, he must be detained there until he becomes sane. When he becomes sane, the superintendent must give a written notice of that fact to a judge of the supreme court of the district in which the asylum is situated. The judge must require the sheriff without delay to bring the defendant from the asylum and place him in the proper custody until he be brought to trial, judgment, or execution, as the case may be, or be legally discharged.

Sec. 662. Expenses incident to sending defendant to asylum, how paid.

The expenses of sending the defendant to the asylum, of keeping him there, and of bringing him back, are, in the first instance, chargeable to the county from which he was sent; but the county may recover them from the estate of the defendant, if he have any, or from a relative, town, city, or county, bound to provide for and maintain him elsewhere.

Sec. 662-a. Costs of commission charge upon the county.

The costs of any commission of lunacy, pursuant to the provisions of this article, shall be a charge upon the county in which the commission shall have been executed. The commissioners are entitled to such compensation for their services as the court may direct.

## EXTRACTS FROM PENAL CODE

Sec. 1120. Irresponsibility of idiot or lunatic.

An act done by a person who is an idiot, imbecile, lunatic or insane is not a crime. A person can not be tried, sentenced to any punishment or punished for a crime while he is in a state of idiocy, imbecility, lunacy or insanity so as to be incapable of understanding the proceeding or making his defense.

A person is not excused from criminal liability as an idiot, imbecile, lunatic, or insane person, except upon proof that, at the time of committing the alleged criminal act, he was laboring under such a defect of reason as:

1. Not to know the nature and quality of the act he was doing; or,
2. Not to know that the act was wrong.

Sec. 1121. Unlawful confinement of idiots, lunatics and insane persons.

A person, who confines an idiot, lunatic or insane person, in any other manner or in any other place than as authorized by law, and a person guilty of harsh, cruel or unkind treatment of, or any neglect of duty towards, any idiot, lunatic or insane person under confinement, whether lawfully or unlawfully confined, is guilty of a misdemeanor.

Sec. 1122. Maintaining private insane asylums.

A person who conducts or maintains a private insane asylum, or institution for the care or treatment of persons of unsound mind, without a license issued and granted to such person according to law, is guilty of a misdemeanor.

---

## CHAPTER 83, LAWS OF 1919

AN ACT to amend the state finance law, in relation to purchases by state departments, boards and commissions.

Section 1. Chapter fifty-eight of the laws of nineteen hundred and nine, entitled "An act in relation to state finance, constituting chapter fifty-six of the consolidated laws," is hereby amended by inserting therein, after section forty-three-a, a new section to be section forty-three-b, to read as follows:

§ 43-b. Purchases by state departments from the United States government. Whenever money is available, by appropriation, for the purchase of material, equipment or supplies, for the state, by a state department, board or commission, such material, equipment or supplies may be purchased by such department, board or commission, with the approval of the comptroller, from the United States government, if the price be lower than the ruling market price, notwithstanding any provision of statute inconsistent herewith.

§ 2. This act shall take effect immediately.

## CHAPTER 20, LAWS OF 1920

AN ACT to authorize the construction of buildings and plant and development of grounds at Creedmoor, for the Brooklyn State Hospital, Creedmoor division, and making an appropriation therefor.

Section 1. The sum of five hundred thousand dollars (\$500,000), or so much thereof as shall be sufficient to accomplish the purpose of the appropriation, is hereby appropriated and authorized to be paid as hereinafter provided out of any moneys in the state treasury not otherwise appropriated, for the construction of buildings and plant and development of grounds at Creedmoor, to be known as the Brooklyn State Hospital, Creedmoor division. The state hospital commission is hereby authorized to enter into a contract or contracts in the manner provided by section sixty-five of the insanity law, for the construction of such buildings and plant and development of such grounds at a cost not exceeding three million dollars. The hospital development commission shall determine the character of development of grounds, plant and buildings to be constructed on such site, pursuant to this act. The state architect and the state engineer and surveyor may employ such experts and other assistants as may be necessary for the proper development of plans, surveys and conduct of such work, and their compensation and expenses shall be fixed by such officers, respectively, with the approval of the hospital development commission and shall be paid out of moneys appropriated by this act.

§ 2. This act shall take effect immediately.

---

## CHAPTER 320, LAWS OF 1920

AN ACT providing for the use by the state hospital commission of the state lands at Beekman, acquired for the Industrial Farm Colony, and repealing chapter three hundred and eighty-four of the laws of nineteen hundred and seventeen, entitled "An act providing for the use for military purposes of the state lands at Beekman acquired for the Industrial Colony."

Section 1. The land and premises situated in the town of Beekman, in Dutchess county, owned by the state and acquired by the board of managers of the Industrial Farm Colony pursuant to chapter eight hundred and twelve of the laws of nineteen hundred and eleven, shall be under the jurisdiction and control of the state hospital commission for the period of two years from the date this act takes effect.

§ 2. All movable equipment, supplies and materials provided by the military authorities during the period of their occupancy shall remain the property of the adjutant general of the state and the state armory commission and shall be removed on their order.

§ 3. Chapter three hundred and eighty-four of the laws of nineteen hundred and seventeen, entitled "An act providing for the use for military purposes of the state lands at Beekman acquired for the Industrial Farm Colony," as amended by chapter two hundred and seventy-three of the laws of nineteen hundred and eighteen, is hereby repealed.

§ 4. This act shall take effect immediately.

---

## CHAPTER 597, LAWS OF 1920

AN ACT to amend the state finance law, in relation to statements of desired appropriations and board for classification of salaries, and repealing sections forty-eight and forty-nine relating thereto.

Section 1. Section seventeen of chapter fifty-eight of the laws of nineteen hundred and nine, entitled "An act in relation to state finance, constituting chapter fifty-six of the consolidated laws," as last amended by chapter one hundred and eighteen of the laws of nineteen hundred and sixteen, is hereby amended to read as follows:

§ 17. Itemized and monthly accounts of public officers.—The proper officer of each state hospital, asylum, charitable or reformatory institution, the state hospital commission, the state board of charities, the state board of health, the conservation commission and all other state commissions, commissioners and boards, shall, on or before the fifteenth day of each month, render to the comptroller a detailed and itemized account of all receipts and expenditures of such hospital, asylum, institution, commission, or board of commissioners during the month next preceding. Such account shall give in detail the source of all receipts, including the sums received from any county, and to be accompanied by original and proper vouchers for all funds paid from the state treasury, unless such vouchers have been previously filed with the comptroller and have appended or annexed thereto the affidavit of the officer making the same to the effect that the goods and other articles therein specified were purchased and received by him or under his direction; or that the indebtedness was incurred under his direction; that the goods were purchased at a fair cash market price and that neither he, nor any person in his behalf, had any pecuniary or other interest in the articles purchased or in the indebtedness incurred; that he received no pecuniary or other benefit

therefrom, nor any promises thereof; that the articles contained in such bill were received by him, and that they conformed in all respects to the goods ordered by him or under his direction, both in quality and quantity.

§ 2. Sections forty-eight and forty-nine of such chapter, as added by chapter one hundred and forty-nine of the laws of nineteen hundred and ten, are hereby repealed.

§ 3. This act shall take effect immediately.

---

## CHAPTER 755, LAWS OF 1920

AN ACT to amend the agricultural law, in relation to the use in public institutions of condensed milk containing oil as a substitute for butter fat.

Section 1. Section fifty-three of chapter nine of the laws of nineteen hundred and nine, entitled "An act in relation to agriculture, constituting chapter one of the consolidated laws," is hereby amended to read as follows:

§ 53. Butterine and similar products not to be purchased by certain institutions.—No money appropriated by law for maintenance and support in whole or in part of a state institution; nor money received by a charitable, benevolent, penal or reformatory institution from the state, or from a county, city or town thereof, or appropriated by such county, city or town for the maintenance or support in whole or in part of such institution; nor money belonging to or used for the maintenance or support of such institution, shall be expended for the purchase of, or in payment for, butterine, oleomargarine, lard, cheese, or articles or products in imitation or semblance of natural butter or cheese produced from pure unadulterated milk or cream from the same, which articles or products have been rendered or manufactured in whole or in part from animal fats, or animal or vegetable oils not produced from unadulterated milk or cream from the same; nor shall any such money be expended for any condensed milk from which the butter fat has been removed and a vegetable or other oil has been substituted therefor.

§ 2. This act shall take effect immediately.

**EXTRACTS FROM CHAPTER 742  
LAWS OF 1920**

AN ACT to amend the public health law, in relation to the practice of nursing.

§ 252-c. Nurses in state institutions.—The regents of the University of the State of New York shall license as trained nurses graduates of training schools for nursing in state institutions, or institutions under the visitation of the state hospital commission, registered with the regents and maintaining a three years' course for such training under such rules as the regents have prescribed.

§ 252-d. Schools for trained attendants.—Any general hospital maintaining a nurse training school registered by the regents of the University of the State of New York also may, with the approval of the regents, conduct a school maintaining proper standards for the training of trained attendants, and on application and satisfactory evidence that such proper standards are being maintained, may receive a certificate of registration of such training school for trained attendants.

---

**EXTRACTS FROM THE UNITED STATES  
IMMIGRATION LAW RELATING TO THE  
EXCLUSION AND DEPORTATION OF  
ALIEN DEFECTIVES WHICH BECAME  
EFFECTIVE MAY 1, 1917**

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the word "alien" wherever used in this Act shall include any person not a native-born or naturalized citizen of the United States; but this definition shall not be held to include Indians in the United States not taxed or citizens of the islands under the jurisdiction of the United States. That the term "United States" as used in the title as well as in the various sections of this Act shall be construed to mean the United States, and any waters, territory, or other place subject to the jurisdiction thereof, except the Isthmian Canal Zone; but if any alien shall leave the Canal Zone or any insular possession of the United States and attempt to enter any other place under the jurisdiction of the United States, nothing contained in this Act shall be construed as permitting him to enter under any other conditions than those applicable to all aliens. \* \* \* \* \*

Sec. 2. That there shall be levied, collected, and paid a tax of \$8 for every alien, including alien seamen regularly admitted as provided in this Act, entering the United States: Provided, That children under sixteen years of age who accompany their father or their mother shall not be subject to said tax. \* \* \* \* \* \* \* \* \*

Sec. 3. That the following classes of aliens shall be excluded from admission into the United States: All idiots, imbeciles, feeble-minded persons, epileptics, insane persons; persons who have had one or more attacks of insanity at any time previously; persons of constitutional psychopathic inferiority; persons with chronic alcoholism; \* \* \* \* \*

Sec. 19. That at any time within five years after entry, any alien who at the time of entry was a member of one or more of the classes excluded by law; \* \* \* \* \* \* \* \* any alien who within five years after entry becomes a public charge from causes not affirmatively shown to have arisen subsequent to landing; \* \* \* \* \* shall, upon the warrant of the Secretary of Labor, be taken into custody and deported. \* \* \* \*

Sec. 20. That the deportation of aliens provided for in this Act shall, at the option of the Secretary of Labor, be to the country whence they came or to the foreign port at which such aliens embarked for the United States; or, if such embarkation was for foreign contiguous territory, to the foreign port at which they embarked for such territory; or, if such aliens entered foreign contiguous territory from the United States and later entered the United States, or if such aliens are held by the country from which they entered the United States not to be subjects or citizens of such country, and such country refuses to permit their reentry, or imposes any condition upon permitting reentry, then to the country of which such aliens are subjects or citizens, or to the country in which they resided prior to entering the country from which they entered the United States. If deportation proceedings are instituted at any time within five years after the entry of the alien, such deportation, including one-half of the entire cost of removal to the port of deportation, shall be at the expense of the contractor, procurer, or other person by whom the alien was unlawfully induced to enter the United States, or, if that can not be done, then the cost of removal to the port of deportation shall be at the expense of the appropriation for the enforcement of this Act, and the deportation from such port shall be at the expense of the owner or owners of such vessels or transportation line by which such aliens respectively came, or, if that is not practicable, at the expense of the appropriation for the enforcement of this Act. \* \* \* \* \* \* \* \* \* Provided, That when in the opinion of the Secretary of Labor the mental or physical condition of such alien is such as to require personal care and attendance, the said Secretary shall when necessary employ a suitable person for

that purpose, who shall accompany such alien to his or her final destination, and the expense incident to such service shall be defrayed in the same manner as the expense of deporting the accompanied alien is defrayed. Pending the final disposal of the case of any alien so taken into custody, he may be released under bond in the penalty of not less than \$500 with security approved by the Secretary of Labor, conditioned that such alien shall be produced when required for a hearing or hearings in regard to the charge upon which he has been taken into custody, and for deportation if he shall be found to be unlawfully within the United States. \* \* \* \* \*

---

*Reciprocal arrangement of the exchange of insane persons entered into by the State Board of Insanity of the Commonwealth of Massachusetts and the State Hospital Commission of the State of New York*

(1) The term "resident" as used in this agreement shall be a person who has lived continuously in either State for a period of at least two years and, subsequently to acquiring such a residence in either State, has not acquired a residence in any other State by living continuously two years in such other State; provided that time spent in an institution or on parole from an institution for the insane shall not be counted in determining the time of residence in a State.

(2) All insane residents of either State shall be promptly accepted by the duly constituted authorities of such State.

(3) In certain cases where the relatives or legal guardians or committee or persons legally liable for the maintenance and support of the patient are residents of either State, and some member of the family, or the ward of such guardian or committee, acquires a residence as defined in this agreement in the other State and becomes a public charge because of insanity, for the convenience of the relatives and for humanitarian reasons the person may be accepted by the duly constituted authorities of the State in which such relatives, etc., reside.

(4) Each hospital in each State shall accept promptly persons paroled by such hospital when returned to the institution by the proper authorities of the other State during the period of parole.

(5) For the purpose of this agreement, the residence of a minor shall be considered the same as the residence of the parents.

(6) Accurate and detailed histories are to be presented by each State in asking for the acceptance of a patient.

(7) No person is to be transferred from one State to the other who is not in condition to travel without danger to himself or to others.

such transfers, however, to be made as soon as the mental and physical condition of the patient warrants.

(8) In returning an accepted patient under this agreement, the State making the return shall bear all the expenses incurred and the patient shall be accompanied in every case by an authorized agent of the State making the return to the place designated by the authorities of the State to which the patient is returned.

(9) By mutual consent, in any particular case not covered by the terms of this agreement, it may be modified to meet the special conditions.

(10) This agreement, duly signed by the members of the respective Commissions of New York and Massachusetts shall remain in force for a period of five years from May 1, 1915.

ANDREW D. MORGAN,

JAMES V. MAY,

FRED H. PARKER,

MICHAEL J. O'MEARA,

L. VERNON BRIGGS,

CHARLES E. WARD,

*New York State Hospital  
Commission.*

*Massachusetts State Board  
of Insanity.*

BOSTON, Mass., April 1, 1915.



# GENERAL ORDERS RELATING TO THE MANAGEMENT OF THE STATE HOSPITALS FOR THE INSANE

---

GENERAL ORDER No. 1

ALL INSTITUTIONS

## General Orders of the Commission

Hereafter all official orders of this Commission addressed generally to State hospitals for the insane, licensed institutions or all institutions for the insane under the jurisdiction of this Department will be issued as General Orders bearing consecutive numbers and are to be filed in the office of each institution in a separate binder in the order of their receipt and shall be subject to the examination of the Commission and the medical inspector at any time.

By the direction of the Commission.

EVERETT S. ELWOOD, *Secretary.*

MARCH 24, 1916.

GENERAL ORDER No. 2

STATE HOSPITALS

## Hospital districts

1. The following districts are hereby assigned to the various State hospitals, and patients will be committed to the hospital situated in the district in which they reside:

Binghamton State Hospital District—Counties of Broome, Chemung, Chenango, Cortland, Delaware, Madison, Otsego, Schoharie and Tioga.

Brooklyn State Hospital District—Borough of Kings.

Buffalo State Hospital District—Counties of Erie and Niagara.

Central Islip State Hospital District—Boroughs of Manhattan, Queens and the Bronx and Counties of Nassau and Suffolk.

Gowanda State Hospital District—Counties of Cattaraugus, Chautauqua, Erie and Wyoming, and patients from any part of the State for whom homeopathic treatment is desired.

Hudson River State Hospital District—Counties of Albany, Columbia, Dutchess, Greene, Putnam, Rensselaer, Washington and Westchester.

Kings Park State Hospital District—Borough of Kings, and Counties of Nassau and Suffolk.

Manhattan State Hospital District—Boroughs of Manhattan, Richmond and the Bronx.

Middletown State Hospital District—Counties of Orange, Rockland, Sullivan and Ulster, and patients from any part of the State for whom homeopathic treatment is desired.

Rochester State Hospital District—Counties of Genesee, Monroe, Livingston and Orleans.

St. Lawrence State Hospital District—Counties of Clinton, Essex, Franklin, Jefferson, Lewis, Onondaga, Oswego and St. Lawrence.

Utica State Hospital District—Counties of Fulton, Hamilton, Herkimer, Montgomery, Oneida, Saratoga, Schenectady and Warren.

Willard State Hospital District—Counties of Allegany, Cayuga, Onondaga, Ontario, Schuyler, Seneca, Steuben, Tompkins, Wayne, and Yates.

2. Patients from any part of the State for whom homeopathic treatment is desired may be committed to the Middletown or the Gowanda State Homeopathic Hospitals without a special order from the Commission. In all other cases where it is desired to commit a patient to a State hospital outside of the district in which he resides, application shall be made to the Commission for a formal order authorizing such commitment. Such application shall state the reasons why it is desired to commit the patient to a hospital outside his district.

#### GENERAL ORDER No. 3

#### STATE HOSPITALS

##### **Schedule of officers' salaries**

##### *Maintenance of Officers' Families*

1. On and after July 1, 1920, medical superintendents, first assistant physicians, directors of clinical psychiatry, pathologists and stewards shall be entitled to maintenance for their families, and senior assistant physicians, assistant physicians and assistant stewards, where quarters are available in the judgment of the medical superintendent, may be allowed maintenance for their families, subject to the approval of the Commission.

*Definition of "Family"*

2. The term "family" shall be construed to include only a wife and minor children.

*Increase of Salaries*

3. Increase of salaries of resident officers in all cases shall begin on the first day of the calendar month next ensuing after the expiration of one year from the date of appointment to such office in a State hospital.

*Number of Resident Officers*

4. The number of resident officers of a hospital below the grade of medical superintendent may be increased, subject to the approval of the Commission, unless otherwise provided by statute.

*Resident Officers*

5. Resident officers of State hospitals shall be classified as follows:

1. Medical superintendents.
2. First assistant physicians.
3. Directors of clinical psychiatry.
4. Pathologists.
5. Senior assistant physicians.
6. Assistant physicians.
7. Dentists.
8. Medical and dental internes.
9. Stewards.
10. Assistant stewards.
11. Matrons.
12. Principals of training schools.
13. Assistant principals of training schools.
14. Pharmacists.
15. Social workers or after-care agents.
16. Assistant social workers.
17. Occupational instructors.

*Medical Staff*

6. The medical staff below the grade of medical superintendent in each State hospital shall be classified as follows:

1. First assistant physician.
2. Director of clinical psychiatry.
3. Pathologist.
4. Senior assistant physician.
5. Assistant physician.
6. Woman physician.
7. Medical and dental internes.

## SALARIES

### *Medical Superintendents*

Medical superintendents shall receive from \$4,000 to \$6,000 per annum, with an increase from minimum to maximum at the rate of \$200 at the end of each year of continuous service.

### *First Assistant Physicians*

First assistant physicians shall receive from \$2,700 to \$3,300 per annum, with an increase from minimum to maximum at the rate of \$200 at the end of each year of continuous service. In institutions having more than 3,000 patients, there may be two first assistant physicians, subject to the approval of the Commission. Only senior assistant physicians who have served in that grade for two years shall be eligible for promotion to first assistant physician.

### *Directors of Clinical Psychiatry*

In such institutions as it may designate, the Commission is authorized to approve of the appointment of a director of clinical psychiatry, who shall receive from \$2,700 to \$3,300 per annum, with an increase from minimum to maximum at the rate of \$200 per annum at the end of each year of continuous service. Appointment to this position shall be made only after competitive civil service examination. In other institutions, a medical officer may be detailed, subject to the approval of the Commission, to perform the duties of director of clinical psychiatry, and after a competitive civil service examination for that position shall be rated as senior assistant physician.

### *Pathologists*

In such institutions as it may designate, the Commission is authorized to approve of the appointment of a pathologist who

shall devote his entire time to pathological and laboratory work. Such pathologists shall receive the salary of a first assistant physician and appointment to this position shall be made only after competitive civil service examination. In other institutions where the entire time of a physician is required for pathological and laboratory work, he shall, after a competitive civil service examination for that position, be rated as senior assistant physician, subject to the approval of the Commission.

#### *Senior Assistant Physicians*

Senior assistant physicians shall receive from \$2,000 to \$2,600 per annum, with an increase from minimum to maximum at the rate of \$200 at the end of each year of continuous service. Promotions of assistant physicians to the grade of senior assistant physicians shall be based upon non-competitive promotion examinations irrespective of vacancies. Only assistant physicians who have served in that grade for two years shall be eligible for examination for promotion.

#### *Assistant Physicians*

Assistant physicians shall receive from \$1,300 to \$1,900 per annum, with an increase from minimum to maximum at the rate of \$200 at the end of each year of continuous service. Candidates for appointment to the position of assistant physician shall have served one year as a medical interne in a State hospital for the insane, or one year as an interne or resident physician in a general hospital, and shall be appointed only after a competitive civil service examination. Assistant physicians, before appointment, must obtain a license to practice medicine in the State of New York.

#### *Women Physicians*

Women physicians shall be classified hereafter as internes, assistant physicians, and senior assistant physicians. Those already in the service who are receiving the maximum salary shall be appointed to the grade of senior assistant physician upon passing the required examination.

#### *Dentists*

Dentists shall receive from \$1,300 to \$1,900 per annum, with an increase from minimum to maximum at the rate of \$200 at the

end of each year of continuous service. Candidates for appointment to the position of dentist shall have served one year as a dental interne in a State hospital for the insane, and shall be appointed only after a competitive civil service examination. Dentists, before appointment, must obtain a license to practice dentistry in the State of New York.

#### *Medical and Dental Internes*

Medical and dental internes shall receive \$1,200 per annum; appointment to be made in accordance with civil service regulations.

#### *Stewards*

Stewards shall receive from \$2,700 to \$3,300 per annum, with an increase from minimum to maximum at the rate of \$200 at the end of each year of continuous service. Appointments shall be made only after competitive civil service examination. In hospitals maintaining a manufacturing department and doing a business exceeding \$50,000 per annum, the steward shall receive the maximum salary immediately.

#### *Assistant Stewards*

Assistant stewards shall receive from \$1,600 to \$2,200 per annum, with an increase from minimum to maximum at the rate of \$200 at the end of each year of continuous service. Appointments shall be made only after competitive civil service examination.

#### *Matrons*

The position of matron shall not survive the present incumbents. The salary of these incumbents shall be in accordance with the previous schedule.

#### *Principals of Training Schools*

Principals of training schools shall receive from \$1,200 to \$1,500 per annum, with an increase from minimum to maximum at the rate of \$100 at the end of each year of continuous service. Appointments shall be made only after competitive civil service examination.

*Assistant Principals of Training Schools*

Assistant principals of training schools shall receive \$900 per annum. Appointments shall be made only after competitive civil service examination.

*Pharmacists*

Pharmacists shall receive from \$1,200 to \$1,500 per annum, with an increase from minimum to maximum at the rate of \$100 at the end of each year of continuous service. Appointments shall be made only after competitive civil service examination.

*Social Workers or After-Care Agents*

Social workers or after-care agents shall receive from \$1,200 to \$1,500 per annum, with an increase from minimum to maximum at the rate of \$100 at the end of each year of continuous service. Appointments shall be made only after competitive civil service examination.

*Assistant Social Workers*

Assistant social workers shall receive \$900 per annum. Appointments shall be made only after competitive civil service examination.

*Occupational Instructors*

Occupational instructors shall receive \$900 per annum. Appointments shall be made only after competitive civil service examination.

*Retirement*

7. Retirement of resident officers at the age of sixty-five years shall be optional with the State Hospital Commission. It shall be the duty of the Superintendent of each hospital to report to the State Hospital Commission any resident officer who shall have reached the age of retirement.

This schedule is not intended to reduce compensation in any existing positions nor to interfere with existing positions not mentioned.

All officers receiving less than the minimum shall begin at such minimum on July 1, 1920.

All officers receiving the minimum or more than the minimum of this schedule on July 1, 1920, shall continue to increase at the prescribed rate.

All officers who have drawn the maximum salary, as provided by the schedule approved March 21, 1912, for one year or more, shall receive an increase on July 1, 1920, of the prescribed rate and continue to increase at the prescribed rate each year, until the maximum of this schedule is reached.

BY THE COMMISSION:

(Signed) EVERETT S. ELWOOD,  
*Secretary.*

Approved at the Capitol, in the City of Albany, this 6th day of October, one thousand nine hundred and nineteen.

(Signed) ALFRED E. SMITH,  
*Governor.*

(Signed) FRANCIS M. HUGO,  
*Secretary of State.*

(Signed) EUGENE M. TRAVIS,  
*Comptroller.*

GENERAL ORDER NO. 4

STATE HOSPITALS

**General rules relative to employees and schedule of wages**

1. Vacations and absence from duty.—Employees of State hospitals for convenience in the application of rules relative to vacations and absence from duty, shall be divided into three classes, as follows:

(a) Employees whose service is substantially continuous covering all the days of the week, shall be granted not more than sixty-six days leave of absence during the year, including vacations and holidays, without loss of pay, and the time shall be arranged at each hospital by its superintendent.

(b) Employees regularly in the service of the hospital, who are not on duty Sundays or holidays, shall be entitled to two weeks annual vacation and each legal holiday or its equivalent.

(c) Skilled artisans and those whose hours of labor are well defined who are paid on account of their skill the commercial rate of wages, and who are not engaged evenings or Sundays, shall not be entitled to an annual vacation.

Temporary employees shall not be entitled to vacation or other time allowance with pay.

Superintendents, however, are empowered, subject to the approval of the State Hospital Commission, to modify the rules and regulations regarding vacations and leave of absence at such times as in their judgment the welfare of the hospital demands such action, and if an employee's services are needed on legal holidays or Sundays, or at other times when not regularly on duty, an equivalent of such time shall be given at the convenience of the hospital.

2. Commutation for board and lodging.—No employee shall be allowed commutation for quarters where accommodations are available in the hospital, and commutation at the rate provided by law per month for each meal shall be allowed only when it is impossible for the employee to obtain these meals at the hospital, unless otherwise authorized by the Commission.

3. Laundry allowance.—Employees residing within the hospital shall be entitled to the number of pieces provided in the laundry schedule adopted at a conference of superintendents with the Commission October 24, 1895. Employees lodging away from the hospital, except ward employees who are directed to wear washable uniforms, shall not be entitled to the use of the laundry.

4. Supplies for members of employees' families.—No employee shall be entitled to the use for members of his family of any portion of the supplies or products of the hospital, without payment therefor at a rate to be determined by the superintendent, subject to the approval of the Commission.

5. Graduates of training schools.—No graduate of a training school and no employee who has taken a full two years' course in a State hospital training school shall be entitled to the increased compensation herein provided for chief supervisors and nurses until after passing an examination to be held and conducted by the board of State hospital examiners appointed by the Commission.

6. Probationary service.—The probationary term of service of attendants or other employees who may be employed for a probationary term, shall be understood as applying only to those newly appointed, and the term of such service shall not exceed a period of three months. The compensation for probationary service shall be at the minimum rate established for that grade

of service, and this probationary period shall not extend beyond the full calendar month next following the date of employment, in order that the date of permanent employment shall begin on the first day of the month.

7. Date of employment.—In applying the rule relative to the increase of wages by reason of length of service, the date of employment shall be construed as beginning on the first day of the calendar month following the date of actual employment, unless such employment shall have actually begun on the first day of the month. This rule is not to be construed as depriving an employee of compensation for the days of actual service rendered prior to the first day of such month.

8. Transfer, re-employment and discharge of employees.—Transfers of employees from one State hospital to another shall be made only upon the written consent of the superintendents of the hospitals from and to which such transfer is proposed to be made, and in such case the service shall be regarded as continuous. Employees leaving the service and subsequently obtaining employment therein shall be regarded and classified as new employees. No employee who has been discharged from a State hospital shall be employed in another hospital, without the approval, in writing, of the superintendent of the hospital from which such employee was discharged.

9. Increase in wages.—In the classification and assignment of existing employees in conformity with this schedule the rate of wages, in any grade in which an increase of wages is provided, shall be determined, in each case, by the length of service in that particular grade; the commencement of such service to date from the first of the month next ensuing after appointment or promotion to such grade.

10. Number of employees.—The number of employees in each grade shall be determined by the superintendent, subject to the approval of the Commission.

For wage schedule see Section 50 of the Insanity Law.

GENERAL ORDER No. 5

STATE HOSPITALS

**Daily ration allowance**

In preparing quarterly estimates for food supplies for submission to the Commission the following daily per capita

allowance of the articles noted should not be exceeded. The basis of computation should be the estimated population for the quarter, including officers, employees and patients.

Meats.....	9	oz.
Farinaceous foods.....	13	"
Potatoes.....	10	"
Eggs.....	$\frac{1}{2}$ egg and $\frac{1}{2}$ egg additional for 10 per cent of population.	
Milk.....	1 pint and 1 pint additional for 20 per cent of population.	
Butter.....	$1\frac{1}{2}$ oz. and .05 oz. additional for 10 per cent of population.	
Cheese.....	3-10 oz.	
Sugar.....	$2\frac{1}{8}$	"
Tea.....	$\frac{1}{8}$	"
Coffee.....	$\frac{1}{2}$	"
Fruit.....	10	cents per week per patient.

## GENERAL ORDER No. 6

## ALL INSTITUTIONS

**Statistical reports**

1. All institutions shall prepare statistical data cards setting forth important facts concerning each patient upon admission, discharge or death, as outlined in the Commission's "Statistical Guide"; provided, that in private licensed institutions this order shall relate only to cases committed as insane. Such statistical data cards shall be forwarded to the statistician of the State Hospital Commission within one month after the end of the fiscal year.
2. Each institution shall submit to the Commission a monthly report of the movement of patients within ten days after the close of each month, and a yearly report of the movement of patients within twenty days after the close of the fiscal year.
3. Each institution shall furnish from time to time such additional statistical information as may be requested by the Commission.
4. The detailed directions given by the Commission in the pamphlet entitled, "Statistical Guide," shall be followed by all institutions in reporting statistical data, unless otherwise ordered by the Commission.

## GENERAL ORDER No. 7

## STATE HOSPITALS

**Information to be sent to auditor**

The superintendent of each hospital shall submit estimates and reports to the auditor as follows:

1. Classified estimates in detail of the expenditures required by the hospitals for the quarterly periods beginning October 1, January 1, April 1, and June 1 of each year, (Forms 2, 3 and 4-Std.) Such estimates shall be submitted at least one month prior to the date on which they are to become effective.
2. Supplemental estimates of expenditures not included in the quarterly estimates.
3. Special fund estimates for additions and improvements other than those paid for from maintenance appropriations, (Form 5-Std.) These are to be submitted and approved before the work is undertaken.
4. Inventory of all maintenance supplies on hand at the close of the fiscal year, (Form 122-Adm.) This must be submitted not later than July 20.
5. An annual farm census report as outlined by the Department of Agriculture. This should be submitted as soon as possible after the close of the calendar year.
6. Monthly statement of hospital population including officers, employees and patients, (Form 26-Adm.) This should be submitted not later than the 5th of each month for the preceding month.

## GENERAL ORDER No. 8

## STATE HOSPITALS

**Matters to be submitted to treasurer**

The superintendent of each hospital shall observe the following order in submitting matters to the hospital treasurer:

1. Vouchers. All vouchers shall be rendered on the official form, receipted by claimant and approved by superintendent and steward before being submitted to the treasurer for payment.
2. Steward's Receipts. The steward's receipts from all sources of revenue including receipts from reimbursing and private patients shall be transmitted to the treasurer each Monday, and at the end of each calendar month. Reports on proper form (Form 46-Std.) are to accompany all remittances,

and on the third of each month a verified statement of receipts (Forms 48 and 49-Std.) of the preceding month showing each item in detail and source of same with date of receipt is to be submitted by the steward.

3. Payrolls. The steward's report of payrolls, salaries and wages, (Form 47-Std.), are to be submitted as soon as possible after the first of each month (for the month previous) and in any event not later than the fifth of the month.

4. Bank Balances. The steward's statement of balances in State depositories (Form 129-Std.) should be submitted to the treasurer not later than the third (3rd) day of each month showing the balances subject to draft at the close of the last day of the month previous.

**GENERAL ORDER NO. 9****STATE HOSPITALS****Information to be furnished collection attorney**

All State hospitals shall furnish the collection attorney information as follows:

1. List of patients admitted each month, giving their names and addresses, dates of admission, names and addresses of correspondents, and such information regarding the finances of the patients and relatives as they may obtain, (Form 45-Adm.)

2. Notice when legal papers have been served on the patients, giving the nature of the proceedings and when possible, furnishing copies of the legal papers.

3. Lists containing the names of all patients whose accounts are delinquent, as well as the names and addresses of their correspondents and the amount due.

4. Notice when attorneys request that petitions be made for the appointments of committees other than when the request is made by the Attorney-General.

5. Such other information as they may obtain relating to the financial condition of the patients and their relatives.

**GENERAL ORDER NO. 10****ALL INSTITUTIONS****Service of legal process upon insane patients, and the execution of instruments by them**

1. (a) The superintendent or officer in charge of each institution for the care and treatment of the insane is hereby

directed not to permit the service of any legal process, other than citations for probate of wills, letters of administration, or on application for intermediate or final settlement of the accounts of committees, or on final accountings in Surrogate's Courts, or such as may be instituted for the appointment of committees, upon any insane patient except upon the order of a judge of a court of record, which shows that the judge had notice of the fact that the person sought to be served was at the date of the order an inmate of such institution.

At the time the service of any process is made the following proceedings must be had:

The nature of the process, the date of the same, name of the court out of which it is issued, and the date of its service must be entered in the history of the patient in the case-book.

A certified copy of the order upon which the service is made and of the process to be served must be filed with the papers relating to the patient.

A copy of the process together with an explanatory letter, must be forwarded at once to the committee of the person and property of the patient, if there be one, or, if there be no committee, then to the nearest known relative or next friend of such patient.

(b) No insane person shall be permitted to sign any bill, check, draft or other evidence of indebtedness or to execute any contract, deed, mortgage or other legal conveyance, except upon the order of a judge of a court of record, which shows that the judge had notice of the fact that the person whose signature is sought to be obtained was at the date of the order an inmate of an institution for the care and treatment of the insane.

At the time of the execution of the order the following proceedings must be had:

The medical superintendent, one of his assistants or the officer in charge must be present at the time of the execution of the order, and must see that its terms are strictly complied with.

The substance of the order and the proceedings had thereunder must be entered in the history of the patient in the case-book.

A certified copy of the order must be filed with the papers relating to the patient, and a copy of the same, together with a notice of the proceedings had thereunder, must be forwarded at

once to the committee of the person and property, if there be one, or, if there be no committee, then to the nearest known relative or next friend of the patient.

The original orders are required by statute to be filed with the clerk of the court.

2. The medical superintendent or officer in charge is hereby directed to keep a copy of these orders posted conspicuously in the general reception room and office of each institution for the care and treatment of the insane.

GENERAL ORDER No: 11

ALL INSTITUTIONS

**Correspondence of patients**

1. Every person committed to an institution for the insane should be permitted to write to some relative or friend once in two weeks, and oftener if necessary, in the discretion of the medical superintendent. In the case of patients unable, for any cause, to write, the medical superintendent must direct some proper person to write for such patients at suitable intervals, if they so desire.

2. Whenever a patient in a State hospital has a guardian or committee of his or her person and estate, lawfully appointed, mail matter addressed to or by such patient should be disposed of according to the written directions of such guardian or committee; and only in special or extraordinary cases need such mail matter be forwarded to the office of the Commission.

3. Whenever a lawfully adjudged and committed insane person, who is a patient in a State hospital, has no guardian or committee, lawfully appointed, mail matter addressed to such patient and delivered to the superintendent of the hospital, may, in the discretion of such superintendent, be delivered to such patient unopened, if, in his judgment, it is safe to do so; or, if he has a well-grounded reason to believe that to deliver such mail matter to such patient would be unsafe or unwise and prejudicial to the interests of such patient or of the institution, such superintendent may withhold such mail matter for examination and detention, if deemed advisable, always having due regard to the prevailing rule as to the inviolability of mail matter and seeking to maintain it whenever it is practicable or proper to do so.

4. Letters which are obscene, profane, illegible or incoherent or otherwise objectionable, should be forwarded to the Commission, the guardian or committee of the person or estate of the patient, or disposed of in accordance with the instructions of such guardian or committee or the nearest relative or returned to the patient with reason for such action, and permission shall be given to the patient in every such instance to forward the letter to the State Hospital Commission, if so desired.

5. The "proper discretion" which hospital authorities may, in the opinion of the post-office department, rightly exercise as to preventing the transmission of mail matter addressed by a patient to parties outside, should be exercised in good faith and with fair judgment, erring if at all, on the side of a liberal view of each particular case. The Commission thinks that comparatively few letters of patients ought to be suppressed, and those only where the objection to transmission is clear and conclusive.

6. All letters addressed to the governor, attorney-general, judges of courts of record, district attorneys or the State Hospital Commissioners or their medical inspector, must be forwarded at once, without examination.

#### GENERAL ORDER No. 12

#### ALL INSTITUTIONS

##### **Reports of accidents, injuries and escapes**

All accidents, injuries and escapes are to be reported in duplicate immediately after their occurrence on Form 159-Adm. by all institutions as follows:

1. State specifically whether injuries were accidental or resulted from the act of another patient or an employee.

2. State whether the occurrence was witnessed by employees, or by patients whose evidence is considered reliable, giving the names of witnesses, and state what treatment was instituted.

3. If an employee was at fault, state what disciplinary measures have been taken.

4. Give the names and addresses of relatives and friends who were notified.

Elopements of patients are also to be reported, observing the above instructions so far as they apply.

## GENERAL ORDER NO. 13

## STATE HOSPITALS

**Transfer of patients**

The authorities of each State hospital are hereby directed to send such number of trained attendants as may be necessary to transfer patients supported at public expense from their homes to State hospitals, but relatives or friends may transfer or accompany such patients at their own expense.

The following rules must be observed by superintendents of State hospitals, by all county, city and town officials, also by relatives and friends, when accompanied by a public officer, in the removal of insane patients to State hospitals and in the transfer of the same from one State hospital to another:

1. Patients must be in a condition of bodily cleanliness.
2. Patients must not under any circumstances be taken from their residences to a poorhouse for the purpose of examination as to their insanity.
3. Patients must be provided with the following:
  - (a) One full suit of underclothing.
  - (b) One full suit of outer clothing, including headwear, boots or shoes.
  - (c) A nightdress, nightgown or suitable sleeping garment.

Between the last day of October and the last day of March, there shall be provided, in addition to the foregoing, a suitable overcoat for men patients and a suitable shawl or cloak for women patients, also gloves or mittens. Considering the great danger, always present, of the introduction of contagious or infectious diseases into institutions where large numbers of people are congregated, and to avoid as far as possible, the introduction of such diseases by means of wearing apparel, the clothing referred to above must in all cases be new, unless otherwise authorized by the superintendent of the hospital. But new clothing need not be provided where patients are transferred from one institution for the care and treatment of the insane to another.

4. When patients are transferred from one State hospital to another an additional full suit of underclothing shall accompany each patient.

5. In traveling by rail, patients must not be compelled to ride in smoking or baggage cars, except in the case of men patients who may be so violent, profane or obscene, as to render their presence in ordinary passenger coaches offensive. If any portion of the route be traversed by team, a covered conveyance should, unless impossible, be provided. The shortest practicable route should be selected; the hour of departure should be timed, as far as possible, so as to avoid the necessity of stopping over night on the journey and so as not to reach the hospital at an unseasonable hour. Whenever practicable, a notice in advance of the coming of the patients should be sent by mail or telegraph, to the medical superintendent of the hospital. In cases of violent patients, a sufficient number of attendants should be provided to control their actions without resorting to the use of mechanical restraints, such as straps, ropes, chains, handcuffs, etc. Quieting medicines should not be given to such patients except upon the prescription of a physician. If it becomes necessary to remain over night or for a number of hours at a station on the route, patients must not be taken to jail, police station or lock-up. Food in proper quantity, and at intervals not exceeding five hours, should be provided for patients, but no alcoholic beverages must be given unless upon prescription of a physician. Opportunity must be afforded for attention to the calls of nature, and the rules of decency must be observed. In case of the employment of extra attendants in conveying violent patients, care must be taken that they are of adult age and of good moral character. The provisions of the statute that require that a woman shall accompany women patients when taken to State hospitals must be strictly complied with.

6. Any violation of the requirements of this order shall be promptly reported by the medical superintendent of the hospital receiving the patient to the State Hospital Commission.

7. The superintendents of the State hospitals may waive the requirement of new clothing in the case of patients received from their homes, using their judgment as to said clothing being suitable as required by law.

8. No patient shall be transferred from one institution for the care and treatment of the insane to another except upon the following terms and conditions:

(a) An application in writing setting forth the reasons for such transfer shall be made to the Commission by the medical superintendent or officer in charge of the institution from which the transfer is sought to be made.

(b) An order of transfer in writing, attested by its secretary, must be obtained from the Commission.

(c) The order of transfer must be filed in the institution from which the transfer is made, and a certified copy of the same, together with the original medical certificate of lunacy and an abstract of the case records, must be filed in the institution to which the transfer is made.

(d) The medical superintendent of the institution to which the transfer is made shall, within ten days after the receipt of the patient, notify the Commission of the fact and the date thereof, but a copy of the medical certificate of lunacy need not accompany the notice.

Subdivision 8 of this order shall not apply to either of the following cases:

(a) Patients of the State hospitals for the criminal insane, or patients committed upon "criminal orders."

(b) Patients ordered transferred by the Commission upon its own motion.

#### GENERAL ORDER NO. 14

ALL INSTITUTIONS

##### **Parole and escape of patients**

1. No insane patient, while in the custody of an institution, shall be permitted to go upon parole, who, in the judgment of the medical superintendent or physician in charge, is homicidal, suicidal, destructive or dangerous, either to himself or others.

2. No parole shall be granted for a greater period than one year, exclusive of the date thereof, and the following entries relating to said parole shall be made in the patient's history in the case-book: Date of parole, place or places where patient may go, and, if paroled in the care of a person, the name and residence of such person, and the date when such parole is to end.

3. Upon the escape of a patient prompt and vigorous measures shall be taken to secure his return; relatives or other

persons responsible for the commitment of such patient must immediately be notified in writing, and where possible by telephone or telegraph, and the date of the escape and the proceedings taken in relation thereto must be entered in the case-book at once.

4. A patient who has escaped if not returned to the institution at the end of six months or paroled before that time, must be discharged from the books at that time and thereafter a notice of such discharge by escape must be forwarded to the Commission, but not otherwise, and such patient must not be readmitted except upon a new medical certificate of lunacy.

5. Nothing in this order contained shall be construed to permit a patient held on a "criminal order," or on a "warrant of arrest" issued by the United States Government as a preliminary to deportation, to be paroled or discharged in case of escape.

6. The institution paroling a patient shall not be liable for his expenses while on parole. Such liability shall devolve upon the relative, committee or person to whose care the patient is paroled, or the proper poor official of the town or county in which he may have found domicile.

#### GENERAL ORDER No. 18

#### STATE HOSPITALS

##### **Records of paroled patients**

1. A parole book shall be kept at each State hospital. This book shall contain in chronological order the names and addresses of patients paroled, the date of their discharge on parole, the length of parole, the name of the patient's physician when paroled, the name and address of person to whom paroled, the diagnosis, the case number and the ultimate outcome of the case—whether discharged, returned to hospital, or parole extended.

2. Parole cards (Form 51-Med.) shall be filled in triplicate for each patient placed on parole and shall contain the name and address of the patient, date of discharge on parole, length of parole, to whom paroled, and, if not practicable for patient to report to hospital, the name and address of the clinic or out-patient department to which he is expected to report. One of the cards shall be kept in an index file at the hospital, one

given to the patient, and the third given to the social worker or sent to the clinic or out-patient department, if the patient is expected to report there.

## GENERAL ORDER NO. 19

## STATE HOSPITALS

**Contracts for State hospital supplies**

Chapter 342 of the Laws of 1913, provides in part as follows:

1. "Before any contract made for or by any state charitable institution, reformatory, house of refuge, industrial school, officer, department, board or commission shall be executed or become effective, when such contract exceeds one thousand dollars in amount, it shall first be approved by the comptroller and filed in his office."

2. Four copies of each contract are required, the original for the Comptroller, one for the Commission's office, one for the hospital and one for the contractor. The original bids are to be attached to the Comptroller's copy and will be retained by him; if copies are desired for the hospital files, these should be made before the originals are sent to this office. A tabulation of all bids received is to accompany the other papers, and if the hospital advertised for bids, copy of the advertisement should be attached with a statement showing the publication in which it appeared.

3. In case an award is recommended to any other than the lowest responsible bidder, the superintendent should give a full explanation as to the reasons for such recommendation. All awards are to be made, "subject to the approval of the State Comptroller," and of the State Hospital Commission.

## GENERAL ORDER NO. 20

## STATE HOSPITALS

**Absences of superintendents**

1. The superintendents of the State hospitals are to report to the Commission their personal absence from the hospital of twenty-four hours or more immediately after their return, showing in each case the number of days absence, the authority granted for such absence, and whether on personal or official business.

2. This order is not to be interpreted as modifying the rules covering such absences as adopted by the quarterly conference under date of December, 1912, in accordance with the provisions of Section 45, paragraph 12 of the Insanity Law.

## GENERAL ORDER No. 21

## STATE HOSPITALS

**Vaccination of patients and employees**

1. Hospital superintendents shall arrange for the vaccination of all new admissions of patients and of new employees as soon as practicable after they enter the institution.

2. All patients and employees must be vaccinated who have not been vaccinated successfully within five years and who do not show a distinct scar.

3. This order shall not be interpreted as requiring that the operation of vaccinating shall be performed on patients whose physical condition will not warrant its being done.

## GENERAL ORDER No. 22

## STATE HOSPITALS

**Inspection of institutions by resident officers**

1. In order to secure the greatest degree of order and cleanliness in the State hospitals, each superintendent shall establish and maintain a systematic weekly inspection by members of his medical staff.

2. The medical officer in immediate charge of each department shall make a weekly inspection of his department and every portion thereof including dormitories, day room, each patient's and attendant's room, corridors, water-closets, bathrooms, lavatories, clothes-rooms, stairways, attics, basements and all other accessory rooms. A record of these inspections shall be kept in a book provided for that purpose for the information of the superintendent and the State Hospital Commission.

3. The superintendent shall arrange for the systematic inspection, at least weekly, of the kitchens, dining rooms, serving room, storehouse, meat cutting room, bakery, and all other parts of the institution used for storage, preparation or serving of food, paying particular attention to cleanliness, neatness and avoidance of waste. A record of these inspections shall be kept

in a book provided for that purpose for the information of the superintendent and the State Hospital Commission.

GENERAL ORDER No. 23

STATE HOSPITALS

**Duties of the medical inspector in relation to the State hospitals**

1. The medical inspector shall make quarterly visits to the State hospitals, and oftener if required by the State Hospital Commission.

2. The scope of his inspection shall include the following points:

(a) He shall see all patients admitted and remaining since the last medical inspection, and preserve a list of their names, and in the case of voluntary patients determine whether or not they are suitable cases for voluntary admission, and shall see any patients desiring an interview. In his tour of the ward he shall go among the old patients, with a view of aiding in the discharge of aliens, dotards, hemiplegics, idiots, and other cases unsuitable for detention in the hospital.

(b) He shall ascertain the character and amount of restraint employed, if any, and reasons for its use, and shall note the extent of the use of seclusion.

(c) He shall visit all parts of the premises, all wards, rooms, dormitories, closets, attics, basements, kitchens, dining rooms, stables, and outhouses at least once a year, and shall note the efficiency of provisions for fire prevention and the adequacy of the fire escapes.

(d) He shall examine into the general condition of buildings, furnishings, grounds and plumbing, ascertain the sufficiency and quality of clothing and bedding, and from time to time report upon the food supply and dietaries, and the preparation and service of meals to patients.

(e) He shall at each visit investigate accidents and injuries to patients and employees reported since the last visit to the hospital, and make such other investigations and perform such other duties as the Commission may direct.

(f) He shall from time to time note the efficiency of the medical work of the hospital.

(g) He shall prepare in duplicate a report of each visit,

one copy to be filed in the office of the Commission and one copy in the office of the institution visited. In the case of the institutions for the criminal insane a third copy of the report shall be prepared for submission to the superintendent of prisons.

## GENERAL ORDER No. 24

## STATE HOSPITALS

**Communicable diseases**

All cases of communicable diseases, listed below, occurring among both employees and patients in the State hospitals, are to be reported to the Commission monthly on the prescribed form, (Form 37-S. H. C.) Such cases are also to be reported to the local health officers within twenty-four hours from the time the case first develops or is admitted, as required by Regulation 3 of the Sanitary Code.

A severe outbreak or epidemic of any contagious disease should be reported immediately to the Commission and to the State Department of Health.

In case no new communicable disease occurs in any month, such fact should be reported to the Commission.

The following diseases are specified by the State Department of Health as communicable:

Anthrax	Ophthalmia neonatorum
Chancroid	Para-typhoid fever
Chickenpox	Plague
Cholera, Asiatic	Pneumonia—a. acute lobar
Diphtheria (membranous croup)	b. bronchial or lobular
Dysentery, amoebic and bacillary	Poliomyelitis, acute anterior
Epidemic cerebrospinal meningitis	Puerperal septicemia
Epidemic influenza	Rabies
Epidemic or streptococcus (septic) sore throat	Scarlet fever
German measles	Smallpox
Glanders	Syphilis
Gonorrhea	Tetanus
Measles	Trachoma
Mumps	Tuberculosis
	Typhoid fever
	Typhus fever
	Whooping cough

## GENERAL ORDER No. 25

ALL INSTITUTIONS

**Information to be given patients on admission**

1. All persons committed to an institution for the care, custody or treatment of the insane must be informed by a medical officer of the character of the institution and the cause of detention as soon after admission as it becomes necessary to detain them against their wish, to prevent escape, or to preserve discipline and enforce obedience to regulations. This information may be communicated before such emergency has arisen, if deemed advisable in the opinion of the physician in charge.

## GENERAL ORDER No. 26

STATE HOSPITALS

**Drug addicts not insane**

1. Drug addicts committed under the provisions of Section 438 of Chapter 639 of the Laws of 1918 are not to be received in the State hospitals for the insane.

2. Hospital superintendents will explain to persons interested the reasons for such actions, viz.:

(a) The great overcrowding prevailing in the institutions and the necessity of making provisions for new cases of insanity constantly being admitted.

(b) The inadequacy of the funds appropriated for the care of the insane and the ruling of the Comptroller that funds appropriated for the care and maintenance of the insane can not be used for the care and maintenance of drug addicts not insane.

(c) The failure of the legislature to make an appropriation to carry out the provisions of this law.

3. Hospital superintendents should advise officials and others interested that drug addicts committed under this law may be sent to any private institution licensed by this department or to a city or county hospital in the event the expense of hospital care and treatment may be made a town or county charge in accordance with Section 30 of the Poor Law.

## GENERAL ORDER No. 29

STATE HOSPITALS

**Milk specifications**

The following shall be incorporated in all specifications asking for bids and in all contracts for the purchase of fluid milk for use in the State hospitals for the insane:

1. All cows from which milk is produced shall be healthy and show no physical signs of disease. They must be fed only wholesome food and pure water. The cow stables must be kept in a sanitary condition.
2. The barn yard must be well drained and clean. Pails, cans and other utensils used shall be in good condition and thoroughly cleaned after each using. The milking must be done in a cleanly manner.
3. Milk shall be removed immediately from the stable to a milk house used for that purpose only, and cooled to a temperature not to exceed 50 degrees Fahrenheit, and held at that temperature until delivered at the institution in a fresh condition, once or twice daily as required.
4. All milk purchased and all methods of milk production shall conform to the standards established by the laws of the State of New York.

## GENERAL ORDER No. 30

## STATE HOSPITALS

**Information to be sent to Bureau of Deportation**

1. The State hospitals will supply the Bureau of Deportation with the following data:

- (a) Name, age, nativity, citizenship, etc., of all alien and non-resident patients admitted to the institutions. (Form 133-Adm.)
- (b) A statement as to whether the alien or non-resident is able to travel accompanied or unaccompanied to his home without danger to himself or others.
- (c) A copy of the monthly admission list, which is sent to the Commission's office in triplicate.

2. Hospital officials will see that patients discharged to the Bureau of Deportation for removal to their homes in other States or countries are furnished with the following:

- (a) A neat suit of clothing, including hat, a change of underwear, a comb, brush, soap and towel, and a small dress suit case to contain personal effects.

- (b) Such sums of money, from \$10 to \$25, as may be deemed necessary by the superintendent and the bureau to meet

the incidental expenses enroute. Where patients are not themselves possessed of sufficient means to meet such incidental expenses, superintendents shall advance sums within the limits named, to be charged against the maintenance fund of the hospital.

3. Hospital nurses and attendants may be detailed to duty with the Bureau of Deportation to assist in the removal of alien and non-resident patients to their homes under arrangements to be made by the bureau and the superintendent in each case.

**GENERAL ORDER No. 31****STATE HOSPITALS****Report of discharged patients**

1. At the close of each month hospitals will send to the office of the Commission a report giving the name, identification number and condition of each patient discharged during the month. This list is supplemental to the regular discharged blank submitted for each patient.

**GENERAL ORDER No. 32****STATE HOSPITALS****Uniforms for State hospital nurses and other employees**

Uniforms to be worn by State hospital employees, while on duty, shall be as follows:

*For pupil nurses:* A uniform one-piece dress of Toile du Nord.

*Waist.*—Shirtwaist with plain back and a few gathers at the waistline; Gibson plait one inch deep in front and over the arm's eye; one and one-half inch plait down front; five pearl buttons; sleeve with packet to elbow, closed with four pearl buttons; wrist band with two button holes to be fastened with stud; neck band one-half inch deep with two button holes in front and one in back for collar. Buttons for front of waist and sleeves to be uniform and of medium size.

*Skirt.*—Front and sides gored; back to be gathered; four-inch hem; three one-inch tucks immediately above the hem, to allow for shrinkage; to be buttoned in direct line with the front of the waist, with two buttons below the belt; to be sewed to waistline with band one inch wide; a patch pocket five inches square in the right front breadth: the length to reach within five to eight inches of the floor.

*Apron*.—To be made of cotton, two breadths wide, gored to fit smoothly to the figure; four-inch hem at the bottom; two-inch band when finished; two button holes and buttons same size as on waist; one-inch hem on sides of apron; length to reach within one inch from bottom of skirt.

*Bib*.—Made of apron material; to cover the entire front of the waist; with white straps reaching over the shoulders and fastened to the uniform at the waistline with two buttons and button holes; front of bib at the waist to be fitted to conform to figure, bib to be faced with one inch wide strap.

*Cap*.—To be washable white cotton four quarters bleach, shape Normandy, flat—like pattern submitted.

*Collar*.—Circular shaped bishop collar; height to suit wearer. Collar for summer wear: Corliss S-7239 or similar.

*Cuffs*.—To be made of apron material; to reach to the elbow, with one-inch hem; to be worn outside of sleeve and fastened to top button of sleeve.

*Graduate Nurse*: A uniform of white Indian Head linen or twilled cotton; material to be shrunk before making. Pattern similar to army nurse uniform; buttons detachable, pearl cuff links. Cap same as pupil nurse.

*Charge Nurse*.—Uniform same as graduate nurse with one quarter-inch black band on cap.

*Supervisor*.—Uniform same as graduate nurse with two quarter-inch black bands on cap if a nurse; if not a nurse no cap.

*Attendants*.—A uniform one piece dress of Toile du Nord, same as that prescribed for pupil nurses. Apron may be gored or gathered, as the superintendent directs. No bib. Starched cuffs three inches wide, same as now in use. Collar the same as for pupil nurses. Cap the same as pupil nurse with one blue band one-half inch wide. Charge attendants to wear two blue bands on cap three-eighths inch wide when finished.

*Waitresses, Chambermaids, Laundresses*.—And all other women employees below the grade of housekeeper, shall wear the attendants' uniform with exception of cap.

With all uniforms common sense shoes with medium heel shall be worn.

*Nurses and Attendants (Men).*—Uniform—blue serge, of the style now in use with turnover collar; five brass buttons down the front; two small brass buttons on cuffs; a plain standing collar and four-in-hand tie.

*Cap.*—For winter, men to wear the blue cap now in use; for summer, a brown or drab helmet, or white linen cap—to be optional with each hospital.

*Attendants on Sick Wards.*—A white cotton or linen coat, with turnover collar, fastened in front with five detachable white buttons; white duck trousers; white duck shoes.

*Charge Attendants.*—Same uniform as attendant, with a single chevron on left lower sleeve, of green material similar to that now in use.

*Supervisor.*—Same uniform as attendant, with a double chevron on left lower sleeve, of green material similar to that now in use.

Plain black shoes to be worn with all uniforms.

#### GENERAL ORDER NO. 33

#### STATE HOSPITALS

##### **Security required for maintenance of patients admitted under special agreement**

1. In accordance with the provisions of Section 89 of the Insanity Law as amended by Chapter 568 of the Laws of 1918, the payment for maintenance of patients admitted under special agreement (private patients) in State hospitals, when not made in advance, is to be secured by a "surety company bond, which shall be approved by the Commission;" and the "Commission shall fix the rates to be charged" for the maintenance of such patients.

2. The superintendent in each case should recommend a rate for maintenance which he deems equitable and proper, and submit it to the Commission for approval, or revision, after which the surety company bond should be secured by the patient's friends. All bonds must be approved by the Commission before taking effect.

3. The Commission has prepared bond blanks which shall be used for this purpose, and all bonds must be filed with the collection attorney in the Commission's office.

## GENERAL ORDER NO. 34

ALL INSTITUTIONS

**Mechanical restraint and seclusion**

1. Mechanical restraint or seclusion is to be employed only for satisfactory surgical or medical reasons, or to prevent a patient from injuring himself or others.
2. Mechanical restraint or seclusion shall be employed only on the signed order of a physician, setting forth the reasons for its use; and a physician shall always be present at the first application of restraint. A full record shall be kept from day to day, and a copy of each record sent to the Commission at the end of each quarter. The above order and record shall be in the form prescribed by the Commission. (Form 102-Med.)
3. By "mechanical restraint" is meant the use of
  - (a) safety sheet;
  - (b) camisole;
  - (c) sheets or towels for fastening to the chair or bed.No other appliances or apparatus for restraint than those mentioned are permitted.
4. The maximum period in the day time during which the patient may be continuously kept in restraint shall be two (2) hours, and such patient shall be visited at least every hour.
5. By "seclusion" is meant confinement of the patient alone in a room, with a locked door. Every patient in "seclusion" shall be visited at least every hour during the day.
6. The maximum period of *continuous* "seclusion" shall not exceed three (3) hours in the day time.

## GENERAL ORDER NO. 35

STATE HOSPITALS, COMMISSION'S  
OFFICE AND BUREAUS**Service records of officers and employees**

Pursuant to the requirements of Chapter 653, Laws of 1917, and of the Civil Service Rules and Regulations prescribed by the Civil Service Commission February 28, 1918, and approved by the Governor June 28, 1918, this Commission has established a system of service records and ratings for use in the State hospitals and in the general administrative bureaus of the Commission, including the Bureau of Deportation, the Psychiatric Institute and the Purchasing Committee. Hereafter,

the superintendent of each State hospital and the head of each of the several bureaus of the State Hospital Department shall rate the efficiency of those employed under him in the competitive class, excepting physicians, and report the ratings on Form 43-S. H. C. to the Commission on November 1, March 1, and July 1, of each year. The rating in each instance is to cover the work of the preceding four months.

In making such rating for efficiency two factors are to be taken into consideration, namely, time and capacity, the latter to include quality and quantity of work which are to be rated separately. In determining the final rating, time is to be given a weight of 1 and capacity a weight of 4. Under the provisions of Civil Service Rule 3, not more than half of the employees can be given a rating for capacity above 87 per cent.

The ratings for efficiency thus submitted shall be reviewed by a personnel board in the office of the Commission and submitted by such board to the Commission. When the final marks are determined and approved by the Commission, an abstract therefrom giving the ratings of the employees of each State hospital and bureau shall be returned for posting in accordance with the requirements of the Civil Service Rules.

The ratings of the officers and employees will form a permanent record in the office of the State Hospital Commission on Form 40-S. H. C. and will be reported to the Civil Service Commission, and used by such Commission in determining the eligibility of employees for promotion.

Hospital superintendents shall arrange to keep at the hospital a record for each officer and employee which shall show the following: (Form 33-Std.)

- (a) Name.
- (b) Date of entering service.
- (c) Position to which appointed, with salary or wages, dates of promotion, date and manner of leaving service.
- (d) A record of all absences, showing time of departure and time of return to duty, with statement as to whether the absence was on account of vacation or for personal reasons or on official duty for the hospital.

2. A record shall also be kept at the hospital of the efficiency of each employee. This record shall be kept in accordance with

a scheme to be outlined by the superintendent and shall be accessible only to the Commission, the managers, the superintendent and such officers of his staff as he may designate.

## GENERAL ORDER No. 36

ALL INSTITUTIONS

**Discharge of employees to be reported to the Commission**

1. The superintendent or physician in charge of each institution for the insane shall, upon dismissal of any officer or employee, report promptly to the Commission the following:

- (a) Name of person removed from the service.
- (b) Position held.
- (c) Reason for discharge.

## GENERAL ORDER No. 42

STATE HOSPITALS

**Duties of purchasing committee**

In accordance with statutory provisions the Purchasing Committee shall, with the Commission's approval, determine what articles of supplies it is practicable and advantageous to purchase by joint contracts for the State hospitals.

The Purchasing Committee shall draw specifications and enter into contracts for the supplies to be thus purchased.

They shall have samples of supplies tested chemically or otherwise for the purpose of determining their quality.

Such necessary clerical and advisory help as may be required for this branch will be furnished by the State Hospital Commission.

## GENERAL ORDER No. 43

STATE HOSPITALS

**Records to be kept by State Hospitals**

The following lists of records are authorized for use in the State hospitals:

## ADMINISTRATION RECORDS

*Titles and Form Numbers*

Record of library books loaned (20 Adm.)

Employees' agreements (24 Adm.)

Ward laundry lists (32-33 Adm.)

Leaves of absence (35 Adm.)

Record of visitors (39 Adm.)

Alphabetical lists of patients by wards (46 Adm.)  
Night watchman's clock record (47 Adm.)  
Mortuary record and order (55 Adm.)  
Record of death (57 Adm.)  
Employees' card record (65 Adm.)  
Application for leave of absence without pay (67 Adm.)  
Laundry lists of staff (71 Adm.)  
Clothing list of patients (72 Adm.)  
Admission record of voluntary patients (74 Adm.)  
Civil service application papers and examinations (80 Adm.)  
Daily census record (81, 82, 83 Adm.)  
Monthly return of patients (84 Adm.)  
Index card record paroles (86 Adm.)  
Reports of night watchman (91 Adm.)  
Daily census book (100 Adm.)  
Parole book (104 Adm.)  
Monthly movement of patients (103 Adm.)  
Record book of admissions (105, 106 Adm.)  
Record book of commitments, discharges and deaths (107 Adm.)  
Ward capacity record (110 Adm.)  
Reports of board of managers (111 Adm.)  
Census book (115 Adm.)  
Summaries of monthly time reports (117 Adm.)  
Ward employees' time record (118 Adm.)  
Inventories (122 Adm.)  
Application papers (123 Adm.)  
Monthly time record of employees (125 Adm.)  
Card record of patients' private clothing (132 Adm.)  
Hospital reports of alleged alien or non-resident (133 Adm.)

#### MEDICAL RECORDS

##### *Titles and Form Numbers*

Record of patients upon admission (1 Med.)  
History of patients (17 Med.)  
Card record of physical diseases (21 Med.)  
Record of statistical data pertaining to admissions (22 Med.)  
Record of statistical data pertaining to discharges and deaths (23 Med.)

- Ward admission record (24 Med.)
- Ward notes (25 Med.)
- Temperature charts (26 Med.)
- Monthly record of pupil nurses (29 Med.)
- Record of pupil nurses, junior year (30 Med.)
- Record of pupil nurses, senior year (31 Med.)
- Record of physical examinations (34 Med.)
- Clinical record of examination of eyes (35 Med.)
- Gynecological charts (36 Med.)
- Card record of patients on ward (37 and 38 Med.)
- Voluntary applications (41 Med.)
- Record of blood examinations (42 Med.)
- Record of hydrotherapeutic treatments (43 Med.)
- Dentist's daily record (45 Med.)
- Card record of patients admitted (46 or 55 Med.)
- Detailed monthly report of patients on ward (47 Med.)
- Card record of paroles (50 or 51 Med.)
- Attendant's daily report (58 Med.)
- Night attendant's report (59 Med.)
- Supervisor's daily report (60 and 61 Med.)
- Physician's daily report (62 and 63 Med.)
- Prescription record (89 Med.)
- Laboratory examination of urine (100 Med.)
- Daily restraint and seclusion record (102 Med.)
- Autopsy record (103 and 104 Med.)

#### STEWARD'S RECORDS

##### *Titles and Form Numbers*

- Quarterly estimates (2, 3, 4 Std.)
- Estimates for extraordinary improvements (5 Std.)
- Order blanks (10, 11, 12, 13 Std.)
- Record of goods received (15 Std.)
- Record of outgoing shipments (16 Std.)
- Vouchers (18, 19, 20 Std.)
- Requisition on storekeeper for merchandise (22 Std.)
- Requisition on storekeeper for clothing (23 Std.)
- Exchange requisitions (24 Std.)
- Repair orders (25 Std.)
- Daily summary of requisitions (26 Std.)

Weekly summary of requisitions (27 Std.)  
Merchandise ledger (28 Std.)  
Record of work in process (29 Std.)  
Foreman's receipt (30 Std.)  
Daily record of articles produced (31 Std.)  
Employees' record card (33 Std.)  
Employees' salary vouchers (34, 36, 36, 37 Std.)  
Record of charges—patients accounts (42 Std.)  
Cash book (43 Std.)  
Reimbursing patients' ledger (44 Std.)  
Report of receipts from reimbursing patients (46, 47 Std.)  
Report of moneys received by steward (48 Std.)  
Steward's report of refunds and sale of uniform material  
(49 Std.)  
Voucher register (50 Std.)  
Record of garden produce (52 Std.)  
Consumption of farm products (53, 54, 55 Std.)  
Farm accounting, debit sheet (56 Std.)  
Farm accounting, credit sheet (57 Std.)  
Register of farm accounts (58 Std.)  
Meat cutter's daily report (61 Std.)  
Daily report of bakery (62 Std.)  
Mechanics' daily employment record (63 Std.)  
Farm accounting, daily time report (64 Std.)  
Farm accounting, time summary for month (65 Std.)  
Cook's daily report (66 Std.)  
Record of patient's property (67 Std.)  
Engineer's report (69 Std.)  
Report of waste and usable food returned from dining room  
and kitchen (71 Std.)  
Steward's receipt of articles delivered to relatives of patient  
(73 Std.)  
Receipt forms for cash deposited for patients (74 Std.)  
Storekeeper's report of merchandise received (78 Std.)  
Steward's "Quotation Sheet" (79 Std.)  
Receipts and disbursements of manufacturing department  
(83 Std.)  
Report of manufacturing department (84 Std.)  
Record of incoming private packages (88 Std.)

- Report of reimbursing and private patients (89 Std.)
- Weekly milk record (91 Std.)
- Yearly milk record by months (92 Std.)
- Retirement card (94 Std.)
- Weekly dietary (95 Std.)
- Proposal for furnishing supplies (96 Std.)
- Record of sales for patients re-education fund (97 Std.)
- Patients' fund ledger (98 Std.)
- Dynamo station report (99 Std.)
- Farm accounting and monthly summary of credits from daily reports (101 Std.)
- Electric light station, daily report (103 or 104 Std.)
- Coal analysis (106 Std.)

**GENERAL ORDER No. 44****STATE HOSPITALS****Reports to be submitted by State hospitals**

1. An annual report of the operations of the hospital in the form prescribed by the Commission shall be submitted at the close of each year.
2. Statistical data cards of admissions, discharges and deaths shall be forwarded monthly to the statistician of the Commission. Such cards shall be prepared in accordance with the directions given in the "Statistical Guide" issued by the Commission. (General Order No. 6.)
3. A monthly report of the movement of patients shall be submitted to the Commission within ten days after the close of each month. (Form 103 Adm.) (General Order No. 6.)
4. A yearly report of the movement of patients shall be submitted to the Commission within twenty days after the close of the fiscal year. (Form 4 S. H. C.) (General Order No. 6.)
5. Each hospital shall submit classified estimates in detail of the expenditures required for the quarterly periods beginning October 1, January 1, April 1, and July 1 of each year. Forms 2, 3 and 4 Std.) Such estimates shall be submitted at least one month prior to the day on which they are to become effective. (General Order No. 7.)
6. Special funds estimates for additions and improvements other than those paid for from maintenance appropriations shall

be submitted and approved before work thereon is undertaken. (Form 5 Std.) (General Order No. 7.)

7. An inventory of all maintenance supplies on hand at the close of the fiscal year shall be submitted to the auditor of the Commission within twenty days thereafter. (Form 122 Adm.) (General Order No. 7.)

8. An annual farm census report for the calendar year as outlined in form supplied by the Department of Agriculture shall be submitted to the auditor of the Commission as soon after December 31 as possible. (General Order No. 7.)

9. A monthly report of hospital population including officers, employees, and patients shall be submitted to the auditor of the Commission not later than the fifth of the succeeding month. (Form 26 Adm.) (General Order No. 7.)

10. A report of the quarterly consumption of farm products shall be submitted to the auditor of the Commission not later than the tenth of each month following the close of the quarterly period covered. (Forms 53 and 54 Std.) (General Order No. 7.)

11. Steward's monthly reports of receipts shall be submitted to the treasurer of the Commission on the third of each month. (Form 46 Std.) (General Order No. 8.)

12. Steward's monthly reports of payrolls shall be submitted to the treasurer of the Commission not later than the fifth of each month. (Form 47 Std.) (General Order No. 8.)

13. A report of the service of legal papers on patients together with a copy of such papers shall be reported to the collection attorney of the Commission immediately after such service. (General Order No. 9.)

14. A report of all patients whose accounts are delinquent shall be submitted to the collection attorney of the Commission at the end of each month. (General Order No. 9.)

15. Accidents, injuries and escapes shall be reported in duplicate to the Commission immediately after their occurrence. (Form 159 Adm.) (General Order No. 12.)

16. Absences of superintendents from the hospital of twenty-four hours or more shall be reported immediately upon their return. (General Order No. 20.)

17. A report of all new cases of communicable disease occurring in the hospital during the month shall be submitted to the Commission at the close of each month. (Form 37 s. h. c.) (General Order No. 24.)

18. A report giving data concerning alien and nonresident patients shall be submitted to the Bureau of Deportation promptly after the admission of such patients. (Form 133-Adm.) (General Order No. 30.)

19. A list of the patients admitted each month shall be sent in triplicate to the Commission and one copy to the Bureau of Deportation, at the close of the month. (Form 45-Adm.) (General Order No. 30.)

20. A list of all patients discharged during each month shall be submitted to the Commission at the close of the month. (General Order No. 31.)

21. A quarterly report of all cases of restraint and seclusion shall be submitted to the Commission at the end of each quarter. (Form 102-Med.) (General Order No. 34.)

22. The discharge of any officer or employee shall be reported promptly to the Commission. (General Order No. 36.)

23. General statistical reports of the finances and operations of the hospitals shall be submitted at the close of each fiscal year on blanks to be furnished by the Commission.

24. Each hospital shall report to the Purchasing Committee the estimated quantity of certain supplies required for the period covered by the contract to be made by such committee. (Form 19 s. h. c.)

25. Each hospital shall report to the Purchasing Committee the completion of every contract entered into by the committee, together with a statement concerning the manner in which the contract has been fulfilled.

26. Each hospital shall report to the Purchasing Committee every failure on the part of a contractor to fulfill an agreement entered into with such committee.

27. A monthly report of the activities of the out-patient department of each hospital shall be submitted to the Commission at the close of each month. (Form 50 s. h. c.) (General Order No. 45.)

28. A copy of the monthly report of the social worker of

each hospital shall be submitted to the Commission at the close of each month. (Form 51 S. H. C.) (General Order No. 46.)

29. A copy of the weekly report of the chief engineer shall be submitted to the Commission at the end of each week. (Form 121-Std.) (General Order No. 47.)

30. A report of the service ratings of the employees in the competitive class in each hospital shall be submitted to the Commission at the close of the four-month periods ending October 31, February 28, and June 30 of each year. (Form 43 S. H. C.) (General Order No. 48.)

#### GENERAL ORDER NO. 45

#### STATE HOSPITALS

##### **Out-patient departments**

The superintendent of every State hospital maintaining an out-patient department shall cause adequate records to be kept of the activities of such department, and shall submit a monthly report thereof to the Commission on Form 50 S. H. C., giving the date and place of each clinic held, and information concerning visitors, purpose of visits, and other matters as outlined by such form.

#### GENERAL ORDER NO. 46

#### STATE HOSPITALS

##### **Reports of social workers**

The superintendent of every State hospital employing a social worker shall require her to make a report at the end of each month on Form 51 S. H. C., giving a summary of her activities during the month, as follows:

Visits to paroled patients.

Visits to other patients outside hospital.

Other visits on behalf of patients.

Visits on behalf of preventive cases.

Situations obtained for patients.

Situations obtained for preventive cases.

Clinics attended.

Persons interviewed at office.

Other work.

Agencies to whom cases have been referred during month.

Other items as may be required by the superintendent or Commission.

Such report shall be made in duplicate; one copy shall be sent to the State Hospital Commission, and one copy kept on file in the office of the hospital.

**GENERAL ORDER No. 47****STATE HOSPITALS****Reports of chief engineers**

The superintendent of every State hospital shall cause adequate records to be made concerning the operations of the heating plant, cold storage plant and electric light plant of the hospital and shall require the engineer in charge thereof to prepare in duplicate a weekly report of the operations of such plants, on Form 121-Std. One copy of such report shall be sent to the Commission and the other kept on file in the office of the hospital.

**GENERAL ORDER No. 49****STATE HOSPITALS****Business and correspondence with other State Departments**

The official business of the State hospitals with other State departments is to be conducted with the full knowledge and approval of the Commission. Correspondence relating to such business is to be conducted through the Commission's office. This order does not refer to routine reports required of the State hospitals by any State department.

# FORMS AUTHORIZED FOR USE IN THE STATE HOSPITALS

## ADMINISTRATION

<i>Form No.</i>	<i>Title</i>
1	Adm.
2	Certified information as to patient, single sheet.
3	Certified information as to patient, bound with stub.
4	Pass to employees (Man.) Emp. Steamer pass (Supt.)
5	Pass to employees (Man.) night boat, (ferry) pass (Steward).
6	Pass to employees (Man.) ferry pass Emp. (Steward).
7	Pass to employees (Man.) night boat ferry Emp. (Supt.)
8	Pass to employees (Man.) night boat ferry (Supt.)
9	Pass to employees (Man.) Emp. ferry pass (Supt.)
10	Permit to visit by steamer (Supt.)
11	Permit to visit by ferry (Man.) (Supt.)
12	Permit to visit by ferry (Man.) brown pass ferry (Supt.)
13	Go on duty slip.
14	Ward pass visitor's address.
15	Pass by steamer Nautilus, in pads.
16	Identification card, writing or visiting (C. I.)
17	Visit patient at once (C. I.) sick notice.
18	Visit patient at once (K. P.) sick notice.
19	Visit patient at once (Man.) sick notice.
20	Library slip (loan).
21	Permit to visit.
22	Permission to use 'phone.
23	Superintendent's memo.
24	Employees' agreement sheet 8" x 10½".
25	Superintendent's order for steward to pay services.
26	Monthly average daily population.
27	Envelopes No. 9, detained letters of patients.
28	Notice of transfer within hospital.
29	Application for special pass.
30	Order for patient to be sent to office.
31	Application leave of absence, in book.
32	Ward laundry list, men.
33	Ward laundry list, women.
34	Leave of absence slip.
35	Leave of absence card, salmon.
36	Visitor's ward pass (Br.)
36a	Visitor's pass, 3 months.
37	Visitor's ward pass (H. R.)
38	Visitor's ward pass (K. P.)
39	Visiting record card.
40	Individual laundry books, men.
41	Individual laundry books, women.

42—Adm. Cards, rule for visiting.  
43 " Card permit to visit Sunday.  
44 " Patients admitted during month—private institutions.  
45 " Patients admitted during month.  
46 " Alphabetical list of patients in wards.  
47 " Night watchman's clock record.  
48 " Nativity and citizenship card, male first admission.  
49 " Nativity and citizenship card, female first admission.  
50 " Nativity and citizenship card, male readmission.  
51 " Nativity and citizenship card, female readmission.  
52 " Discharge certificate.  
53 " Social worker's card—paroles.  
54 " Social worker's, information—paroles.  
55 " Mortuary record and order, bound with stub.  
56 " Application for commitment.  
57 " Record of deaths, bound book.  
58 " Pamphlets of rules and regulations, cloth bound.  
59 " Extract from regulations.  
60 " Extract from regulations, 5 $\frac{1}{4}$ " x 8" (Man.)  
61 " Letterhead with extract from regulations, 8" x 10 $\frac{3}{4}$ ".  
62 " Extracts from regulations with letter, 8" x 10 $\frac{1}{2}$ " (K. P.)  
63 " Certificate of death.  
64 " Certificate of discharge.  
65 " Employment card, gray.  
66 " Employees' resignation blank.  
67 " Application for leave of absence without pay (black ink).  
68 " Certificate of insanity of patient.  
69 " Requests for vacations.  
70 " Return of writ of habeas corpus.  
71 " Laundry list, staff.  
72 " Patients' clothing list.  
73 " Patients' library label.  
74 " Notice to S. H. C. of admission of voluntary patients.  
75 " Care medicine closet.  
76 " Circular of information (Utica).  
77 " Rules and regulations, officers and employees.  
78 " Rules and regulations, employees only.  
79 " Don't book.  
80 " Application blanks.  
81 " Daily census, paper.  
82 " Census card, daily.  
83 " Census slip, 7 P. M.  
84 " Monthly return of patients.  
85 " Bond of committee.  
86 " Hospital card—paroles.  
87 " Notification to S. H. C. of transfer of patient.  
88 " Memo, by superintendent.  
89 " Manager's letter head.

90-Adm. Superintendent's letter head.  
91 " Report of night watchman. Return of employees.  
92 " List of patients examined by medical inspector.  
93 " Coffin card.  
94 " Telephone message blank.  
95 " Notice of death, letter form.  
96 " Letter in re patient in need of clothing (Bing.) (blk. ink.)  
97 " Letter in re patient in need of clothing (Utica) (copying ink.)  
98 " Measurement for clothing, men, in pads.  
99 " Measurement for clothing, women, in pads.  
100 " Daily census book, 7" x 15½".  
101 " Station memo.—(Central Islip)—in pads.  
102 "  
103 " Report of movement of patients—monthly.  
104 " Record of paroled patients, book.  
105 " Record book, admission and discharges.  
106 " Admission book.  
107 " Commitment, death and discharge book.  
108 " Visitor's card, rules on back.  
109 " Letters to friends of patients leaving hospital.  
110 " Ward capacity 6" x 9½" (H. R.)  
111 " Report of Board of Managers.  
112 " Service of legal process.  
113 " Bill head, traveling expenses.  
114 " Record of admission book.  
115 " Census book, men and women.  
116 " Telephone bulletin.  
117 " Monthly time report—summary.  
118 " Ward employees time record.  
119 " Application for transfer of patients.  
120 " Slip record of admissions.  
121 " Slip record of discharges.  
122 " Inventory blanks.  
123 " Application paper.  
124 " Report of noncompetitive examination.  
125 " Monthly time record.  
126 " Temporary leave of absence.  
127 " Report of discharge to Bureau of Deportation.  
128 " Instructions to applicants.  
129 " Letter soliciting gifts for Christmas.  
130 " List of desirable articles.  
131 " Addressed label for Christmas packages.  
132 " Card for list of patient's private clothing.  
133 " Hospital report of alleged alien or nonresident.  
134 " Receipt for library books.  
135 " Request for leave of absence.  
136 " Monthly class record.  
137 " Summary, pupils record.

138—Adm. Letter head, Binghamton.  
 139 " Clothing transfer, men.  
 140 " Clothing transfer, women.  
 141 " Appointments, removals, etc.  
 142 " Assigned to duty.  
 143 " Resigned or discharged.  
 144 " Notice to steward of employment.  
 145 " Notice to steward of resignation.  
 146 " Acknowledgment of receipt of package.  
 147 " Reference as to applicants.  
 148 " Permit to visit, card, one person.  
 150 " Card—Patients' clothing, buff.  
 151 " Patients' clothing record sheet.  
 152 " Night Temp. of ward—St. L.  
 153 " Circular letter, parole patients.  
 154 " Certificate of military service.  
 155 " Certificate of oath.  
 156 " Constitutional oath.  
 157 " Superintendent's memo. pads—C. I.  
 158 " Report to superintendent of accidents and injuries.  
 159 " Accident and injury report to Commission.  
 160 " Clothing record card—Utica.  
 163 " Photographic record, 8" x 10½".  
 164 " Bill for war risk patient.

## MEDICAL

## Form No.

## Title

1—Med. History on admission by examining physician, single sheet, blue.  
 2 " Notice of admission to relatives, letter form.  
 3 " Statistical data cards, male, white, black ink, first admission.  
 4 " Statistical data cards, female, white, red ink, first admission.  
 5 " Statistical data cards, male, buff, readmission, black ink.  
 6 " Statistical data cards, female, buff, readmission, red ink.  
 7 " Statistical data cards, male, salmon, discharge, black ink.  
 8 " Statistical data cards, female, salmon, discharge, red ink.  
 9 " Statistical data cards, male, gray, transfer, black ink.  
 10 " Statistical data cards, female, gray, transfer, red ink.  
 11 " Statistical data cards, male, blue, death, black ink.  
 12 " Statistical data cards, female, blue, death, red ink.  
 13 " Alcoholic psychosis data cards, male, white, first admission,  
 black ink, printed on back.

14-Med. Alcoholic psychosis data cards, female, white, first admission, red ink, printed on back.

15 " Alcoholic psychosis data cards, buff, readmission, male, black ink, printed on back.

16 " Alcoholic psychosis data cards, buff, readmission, female, red ink, printed on back.

17 " History sheet, 4 pages.

19 " Envelope for mailing data cards.

21 " Card record of physical diseases.

22 " Statistical data sheet, white, chart on back.

23 " Statistical data sheet, blue, chart on back.

24 " Ward admission record.

25 " Ward notes, red ink.

26 " Temperature chart, green ink.

27 " Circular for information of nurses.

28 " Training school calendar.

29 " Monthly record of pupil nurses.

30 " Yearly record of pupil nurses, junior year.

31 " Yearly record of pupil nurses, senior year.

32 " Training school certificate, 2 years.

33 " Training school certificate on training school, 1 year.

34 " Physical examination guide, 4 pages.

35 " Clinical record, examination of eye.

36 " Gynecological chart.

37 " Ward card, description of patient, plain back.

38 " Ward card, description of patient, printed on back (Visits.)

39 " Higher scale of mental measurement.

40 " Circular letter to family physician.

41 " Application for admission, voluntary patient.

42 " Blood chart, printed both sides.

43 " Record of hydrotherapy, ruled both sides.

44 " Mental chart report—Binet-Simon test.

45 " Dentist's daily record.

46 " Index card, blue, admission by number, etc.

47 " Detailed monthly report of wards.

48 " Pamphlet, outline theoretical training.

49 " Statement and particulars to coroner.

50 " Parole card, buff (Man.)

51 " Parole card, fawn (all other hospitals.)

52 " Parole card, yellow (Special limit.)

53 " Special diet order.

54 " Notes.

55 " Patients index card.

56 " Chief supervisor's daily report.

57 " History of patient, unruled, 15 lb.

58 " Daily report, attendant.

59 " Daily report, night attendant.

60 " Daily report, supervisor, men.

61-Med. Daily report, supervisor, women.  
 62 " Daily report, assistant physician.  
 63 " Daily report, woman physician.  
 88 " Patients record card.  
 89 " Prescription record.  
 90 " Method of using formaldehyde, etc.  
 91 " Ward prescriptions, pads.  
 92-99 " Labels.  
 100 " Laboratory examination of urine.  
 101 " Restraint and seclusion order, pads.  
 102 " Daily restraint and seclusion record.  
 103 " Autopsy record, single sheet.  
 104 " Autopsy record, 8 pages.  
 105 " Card—Number, name, diagnosis.  
 106 " Pupils eligible for R. N. degree.  
 107 " Patient's record card (white) H. R.  
 108 " Employee's record card (yellow) H. R.  
 109 " Employee's record card (blue) H. R.  
 110 " Employee's record card (white) H. R.  
 111 " Statistical record—clinic case.  
 112 " Statistical card—clinic case.  
 113 " Record of social service case.  
 114 " Record of out-patient clinic.  
 115 " Daily record of social worker.  
 116 " Admission memo—card.  
 117 " Admission memo—paper in pads.  
 118 " Medical report of nose, pharynx, larynx and ears.  
 120 " Admission—Residence—County (blue card).  
 121 " Case book record of admissions (yellow card).  
 122 " Dental chart.  
 123 " Record card (white)—microscopical examination.  
 124 " Clinical summary (blue, 8x 10½)—K. P.  
 125 " Social history.

## STEWARD

Form No.	Title
1-Std.	Scratch sheets for estimate.
2 "	First sheet, est. 3, capacity, etc.
3 "	Revised estimate blank for est. 1-14 inclusive.
4 "	Revised estimate blank for all re and sup. estimates.
5 "	Special fund estimate blank.
6 "	Estimate sheet (all hospitals.)
7 "	Supt's certificate re-estimates.
8 "	Certificate slip.

9-Std. Temporary binders, plain, for estimates (all hospitals).  
10 " Steward's order blank, orig., white.  
11 " Steward's order blank, buff.  
12 " Steward's order, second sheet, white.  
13 " Steward's order, second sheet, buff.  
14 " Enclosed orders, slip.  
15 " Merchandise received from boat.  
16 " Outgoing shipment book, 500 leaves.  
17 " Tag, rejected.  
18 " General fund voucher, white, long.  
19 " Manufacturing fund voucher, yellow, long.  
20 " Special fund voucher, white, red ink, long.  
21 " Slips to attach to vouchered receipts.  
22 " Requisition on storekeeper.  
23 " Clothing requisitions.  
24 " Exchange requisitions.  
25 " Repair order.  
26 " Daily summary of requisitions.  
26a " Daily summary of requisitions, unprinted.  
27 " Weekly summary of requisitions.  
28 " Merchandise ledger.  
29 " Work in process.  
30 " Foreman's report.  
31 " Daily report, industrial.  
32 " Work tags.  
33 " Card 5" x 8" employees' agreement.  
34 " Voucher, officers' salaries, part 1.  
35 " Voucher, officer's salaries, part 2.  
36 " Voucher, wages, est. 2, part 1.  
37 " Voucher, est. 2, part 2.  
38 "  
39 " Notice to steward to supply funds for transportation of patients.  
40 " Directions for attendants going for patients.  
41 " Bill for care and maintenance.  
42 " Carbon copy of 41.  
43 " Cash book 15½" x 26½", 300 pages (two sizes).  
44 " Reimbursing patients' ledger, loose sheet.  
45 " Reimbursing patient's ledger, bound book.  
46 " Weekly report of receipts.  
47 " Statement of receipts and expenditures.  
48 " Transmission of receipts to treasurer.  
49 " Sale of uniform materials, refunds to treasurer.  
50 " Voucher register, loose leaf.  
51 " Price list, coffee and spice (Utica).  
52 " Gardener's report of produce.  
53 " Consumption of farm products, part 1.  
54 " Consumption of farm products, part 2.  
55 " Consumption of farm products (estimate No. 5.)

56-Std. Farm accounting, debit sheet.  
57 " Farm accounting, credit sheet.  
58 " Register of farm accounts.  
59 " Memo. by steward, in pads.  
60 " Bill head (accounts receivable).  
61 " Meat cutter's daily report.  
62 " Baker's daily report.  
63 " Mechanic's daily employment record.  
64 " Daily report (time sheet) farm.  
65 " Summary time sheet, monthly, farm.  
66 " Cook's daily report.  
67 " Record of patients' property book.  
68 " Report filter plant (Binghamton).  
69 " Engineer's report, coal consumed.  
70 " Receipt for general use.  
71 " Daily report waste foods.  
72 " Memo. of purchases.  
73 " Receipt for patient's property.  
74 " Receipts for patient's cash.  
75 " Duplicate card, material in car.  
76 " Scales book, four to page.  
77 " Official receipt, outgoing freight (Man.)  
78 " Storekeeper's report, merchandise received, white and yellow,  
    bound book.  
79 " Quotation sheet.  
80 " Circular letter, check enclosed.  
81 " Reimbursing patient's card.  
82 " Invoice manufacturing department, (Utica).  
83 " Receipts and expenditures, manufacturing.  
84 " Ledger, manufacturing department, loose sheet.  
85 " Daily report, soap factory.  
86 " Cost card, soap factory.  
87 " Dist. and stock ledger, manufacturing (Rochester).  
88 " Incoming private packages (book).  
89 " Monthly report, private and reimbursing patients.  
90 " Record of dairy, daily 9" x 28".  
91 " Record of dairy, daily 9" x 15½".  
92 " Report of dairy, yearly by months.  
93 " Letter head, steward 20 lb. bond, printed black.  
94 " Retirement card 3" x 5".  
95 " Dietary, general.  
96 " Proposals, requests for quotations.  
96a " Proposals, requests for quotations, second sheet.  
97 " Sales slip, re-educational fund book—50 white and 50 yellow.  
98 " Ledger of patients' accounts.  
99 " Dynamo station report.  
100 " Mechanic's daily report, printed on back.  
101 " Farm accounting, monthly summary of credits.

102-Std. Steward's receipt—pay order—white.  
102a " Steward's receipt—pay order—white.  
102b " Steward's receipt—pay order—buff.  
102c " Steward's receipt—pay order—blue.  
103 " Engineer's daily report—electric light station.  
104 " Engineer's daily report—electric light station (H. R.)  
105 " Bill heads (accounts payable).  
106 " Coal analysis.  
107 " Summary of requisitions (Kings Park).  
108 " Milk record, Orchard House, Binghamton.  
109 " Milk record, Parkhurst, Binghamton.  
110 " Egg record, Plymouth Rock, Binghamton.  
111 " Daily dietary.  
112 " Blank—Employee leaving service.  
113 " Boiler room record—Binghamton.  
114 " Water supply record—Binghamton.  
115 " Electric power and light record.  
116 " Power house daily work and accident report (Bing.)  
117 " Steam coal receiving record, book 250 pp. white and 250 pp. yellow.  
118 " Complete card record, book 250 pp. white and 250 pp. yellow.  
119 " Slip to attach to vouchers.  
120 " Power plant, monthly record.  
121 " Chief engineers weekly report.  
122 " Butcher's certif. (H. R.)  
123 " Reimb. and Priv. Pats. Ledger, loose sheet (H. R.)  
124 " Steward's daily report.  
125 " Billhead—Exp. bringing patients to hospital (H. R.)  
126 " Food supplies distribution sheet ruled and printed both sides.  
127 " Voucher—Extraordinary improvements.  
128 " Steward to undertaker.  
129 " Statement of balances, etc.  
130 " " Notice." Arrears in reimbursing.  
131 " Log Readings. Change in form number with change in form.  
to  
140 " Log Readings. Change in form number with change in form.  
142 " Card—ash.  
143 " Card—coal.  
144 " Report of ice plant (Man.)  
145 " Report of farm products exchanged.  
146 " Analysis ledger (Bing.)  
147 " Farm accounting daily report.  
148 " Storekeeper's report of merchandise received, 8" x 5 1/4".  
149 " Coal certificate, 8" x 5 1/4".  
150 " Miscellaneous receipts, 8" x 5 1/4".

## STATE HOSPITAL COMMISSION

## Form No.

## Title

1-S. H. C.	Certificate of service retirement fund.
2 "	Retirement fund certificate.
3 "	Retirement fund voucher, pink.
4 "	General statistics for year.
6 "	General statement.
7 "	General fund check, blue.
8 "	Special fund check, white.
9 "	Manufacturing fund check (blue).
10 "	Official directory, State hospitals (green).
11 "	Official handbook, red leather.
12 "	Abstract of accounts, treasurer.
13 "	Abstract of accounts, treasurer, intermediate sheet.
14 "	Abstract of accounts, treasurer, final sheet.
15 "	Certificate of analysis (Chemical Laboratory, Binghamton).
16 "	Tabulation sheet (Purchasing Committee).
17 "	Gummed label (Purchasing Committee).
18 "	Letter head (Purchasing Committee) 20 pound bond.
19 "	Advance estimate for 6 months supplies.
20 "	Proposals and specifications.
21 "	Certificate of analysis, coal (Chemical Laboratory, Binghamton).
22 "	Minutes of purchasing committee meeting.
23 "	Residence of patients by counties.
24 "	Bond, purchasing committee.
25 "	Acknowledgment for corporation, purchasing committee.
26 "	Acknowledgment for individual, purchasing committee.
27 "	Agreement, 2 parts.
37 "	Report of new cases of communicable diseases.
42 "	Daily attendance record.
43 "	Report of service ratings.
45 "	Check register—special.
47 "	Chapter, laws and title blanks, 8½" x 11".
50 "	Monthly report out-patient department.
51 "	Monthly report of social worker.
52 "	Memo. by secretary, red ink.
53 "	Memorandum by Commission in pads.
54 "	Record of estimates and expenditures.
61 "	Special ruled paper—14" x 21".
66 "	Psychoses—10" x 20".
76 "	Special fund vouchers.
80 "	Special fund payments.
83 "	Record of military or naval insane in N. Y. state hospitals.
87 "	Card—admission, transferred, deported, 3" x 5".

CLASSIFICATION OF MENTAL DISEASES ADOPTED BY THE  
AMERICAN MEDICO-PSYCHOLOGICAL ASSOCIATION  
MAY 30, 1917, AND BY THE NEW YORK STATE  
HOSPITAL COMMISSION JULY 1, 1917

1. *Traumatic psychoses.*

- (a) Traumatic delirium.
- (b) Traumatic constitution.
- (c) Post-traumatic mental enfeeblement.

2. *Senile psychoses.*

- (a) Simple deterioration.
- (b) Presbyophrenic type.
- (c) Delirious and confused states.
- (d) Depressed and agitated states in addition to deterioration.
- (e) Paranoid states.
- (f) Presenile types.

3. *Psychoses with cerebral arteriosclerosis.*

(This includes psychoses following cerebral softenings or hemorrhage if due to arterial disease.)

4. *General paralysis.*

- (a) Tabetic type.
- (b) Cerebral type.

5. *Psychoses with cerebral syphilis.*

6. *Psychoses with Huntington's chorea.*

7. *Psychoses with brain tumor.*

8. *Psychoses with other brain or nervous diseases.*

(The following are the more frequent of these diseases and should be specified in the diagnosis):

- Cerebral embolism.
- Paralysis agitans.
- Meningitis, tubercular or other forms (to be specified).
- Multiple sclerosis.
- Tabes.
- Acute chorea.
- Other conditions (to be specified).

9. *Alcoholic psychoses.*

- (a) Pathological intoxication.
- (b) Delirium tremens.
- (c) Korsakow psychoses.
- (d) Acute hallucinosis.
- (e) Chronic hallucinosis.
- (f) Acute paranoid type.
- (g) Chronic paranoid type.
- (h) Alcoholic deterioration.
- (i) Other types, acute or chronic.

10. *Psychoses due to drugs and other exogenous toxins.*

- (a) Opium (and derivatives), cocaine, bromides, chloral, etc., alone or combined (to be specified).
- (b) Metals; as lead, arsenic, etc.; (to be specified).
- (c) Gases (to be specified).
- (d) Other exogenous toxins (to be specified).

11. *Psychoses with pellagra.*12. *Psychoses with other somatic diseases.*

- (a) Delirium with infectious disease (specify).
- (b) Post-infectious psychoses.
- (c) Exhaustion delirium.
- (d) Delirium of unknown origin.
- (e) Cardio-renal diseases.
- (f) Diseases of the ductless glands.
- (g) Other diseases or conditions (to be specified).

13. *Manic-depressive psychoses.*

- (a) Manic type.
- (b) Depressive type.
- (c) Stupor.
- (d) Mixed type.
- (e) Circular type.

14. *Involution melancholia.*15. *Dementia praecox.*

- (a) Paranoid type.
- (b) Catatonic type.
- (c) Hebephrenic type.
- (d) Simple type.

16. *Paranoia or paranoic conditions.*

17. *Epileptic psychoses.*

- (a) Deterioration.
- (b) Clouded states.
- (c) Other conditions (to be specified).

18. *Psychoneuroses and neuroses.*

- (a) Hysterical type.
- (b) Psychasthenic type.
- (c) Neurasthenic type.
- (d) Anxiety neuroses.

19. *Psychoses with psychopathic personality.*

20. *Psychoses with mental deficiency.*

21. *Undiagnosed psychoses.*

22. *Not insane.*

- (a) Epilepsy without psychosis.
- (b) Alcoholism without psychosis.
- (c) Drug addiction without psychosis.
- (d) Psychopathic personality without psychosis.
- (e) Mental deficiency without psychosis.
- (f) Others (to be specified.)

## Daily Ration Allowance

In 1901, after conducting experiments with hospital dietaries for four years, Professor W. O. Atwater, a distinguished Government food expert, recommended a series of dietaries for patients and attendants in the State hospitals and the establishment of a daily ration. The following allowances are based upon these recommendations slightly modified after practical experience. The amounts stated are used by the Commission as the basis for the quarterly food estimates for officers, employees and patients.

MEATS .....	9	oz.
FARINACEOUS FOODS...	13	"
POTATOES .....	10	"
EGGS .....	$\frac{1}{2}$ egg and $\frac{1}{2}$ egg additional for 10% of population	
MILK .....	1 pint and 1 pint additional for 20% of population	
BUTTER .....	$1\frac{1}{2}$ oz. and .05 oz. additional for 10% of population	
CHEESE .....	3-10 oz.	
SUGAR .....	$2\frac{1}{8}$ "	
TEA.....	$\frac{1}{8}$ "	
COFFEE.....	$\frac{1}{2}$ "	
FRUIT.....	10 cents per week per patient.	

## APPROPRIATIONS

### CHAPTER 165, LAWS OF 1920. GENERAL APPROPRIATION BILL

#### Personal service

##### Commission's Office

Medical commissioner .....	\$7,500 00
Legal commissioner.....	5,000 00
Lay commissioner.....	5,000 00
Medical inspector.....	5,000 00
Secretary.....	5,000 00
Assistant secretary and treasurer.....	3,500 00
Inspector of buildings and engineering.....	3,500 00
Inspector of dairy products.....	3,500 00
Inspector.....	3,100 00
Statistician and editor .....	3,500 00
Assistant statistician.....	2,000 00
Auditor.....	5,000 00
Assistant auditor .....	3,350 00
Assistant auditor .....	3,000 00
Accountant.....	3,000 00
Confidential accountant.....	4,250 00
Counsel.....	3,000 00
Chemist.....	600 00
Agent.....	2,500 00
Agent, 4 at \$8 per day, 300 days each.....	9,600 00
Agent, 280 days at \$8 per day.....	2,240 00
Indexer.....	1,400 00
Clerk and stenographer.....	1,800 00
Voucher clerk.....	2,200 00
Voucher clerk, 2 at \$1,800.....	3,600 00
Clerk, 2 at \$1,800.....	3,600 00
Clerk.....	1,600 00
Clerk.....	1,500 00
Clerk, 2 at \$1,380.....	2,760 00
Clerk, 4 at \$900.....	3,600 00
Junior clerk and relief telephone operator.....	780 00
Stenographer .....	1,440 00
Stenographer.....	1,380 00
Stenographer .....	1,320 00
Stenographer, 3 at \$1,200 .....	3,600 00

Stenographer .....	\$900 00
Telephone operator.....	900 00
Salaries, temporary	
For vacation relief and extra work.....	1,500 00
Bureau of deportation	
Medical examiner.....	5,000 00
Deputy examiner.....	3,500 00
General interpreter.....	2,000 00
Transportation agent.....	1,300 00
Interpreter.....	1,400 00
Stenographer .....	1,440 00
Stenographer .....	1,320 00
Psychiatric institute	
Director.....	4,375 00
Assistant director.....	3,300 00
Chief associate in neuropathology.....	3,500 00
Assistant in neuropathology.....	1,800 00
Senior assistant physician.....	2,000 00
Assistant physician.....	1,500 00
Associate in serology .....	2,100 00
Associate in bacteriology.....	2,000 00
Associate in internal medicine and clinical pathology	2,000 00
Secretary .....	1,600 00
Medical stenographer.....	1,320 00
Stenographer .....	1,140 00
Stenographer.....	360 00
Laboratory helper .....	1,080 00
Laboratory helper.....	840 00
Laboratory helper.....	720 00
Laboratory helper.....	600 00
Laboratory worker .....	1,020 00
Photographer.....	1,200 00
Attendant.....	408 00
Cook.....	540 00
Waitress.....	396 00
Maintenance and operation	
Printing	
General printing.....	4,500 00
Departmental reports and bulletins.....	2,000 00
Advertising.....	300 00
Equipment and supplies.....	6,500 00

## Traveling expenses

Commissioners (as provided by chapter 27 of the consolidated laws).....	\$3,600 00
Employees, not more than \$900 of which may be used for traveling outside the state.....	12,000 00
For transfer of patients from one hospital to another to relieve overcrowding, and for the return to other states and countries of nonresident and alien insane.....	40,000 00
Communication.....	4,200 00
Fixed charges and contributions	
Commutation .....	3,240 00
General plant service.....	2,100 00
Rent .....	750 00

## Deficiency appropriation

## Maintenance and operation

Printing.....	500 00
Traveling expenses.....	800 00
Traveling expenses incurred prior to July 1, 1919....	57 44
To reimburse George LeTellier for moneys advanced for maintenance of Mortimer LeTellier, a patient in the Hudson River State Hospital, in accordance with advice of the attorney-general.....	213 02

## BINGHAMTON STATE HOSPITAL

Personal service.....	\$344,225 33
Maintenance and operation.....	606,200 00

## CONSTRUCTION AND REPAIRS

Extension of electric lines to farm buildings and electric wiring.....	8,000 00
Bakery machinery .....	2,500 00
Sidewalks.....	1,000 00
Service lines.....	10,000 00
Renewals of electric wiring .....	7,000 00
Laundry equipment, including elevator.....	12,000 00

## Deficiency appropriation

## Maintenance and operation

Food, incurred prior to July 1, 1919 .....	17 15
Farm and garden.....	2,500 00

## Construction and repairs:

To pay to the Peter Keeler Building Company balance due on contract for building for chronic patients at Binghamton State Hospital..... \$60 00

## BROOKLYN STATE HOSPITAL

Personal service..... \$216,462 66  
Maintenance and operation..... 314,500 00

## CONSTRUCTION AND REPAIRS

For construction of additional accommodations for patients, including necessary outside service connections:

	Authorized	Appropriated
Chap. 181, Laws 1917.	\$300,000	\$100,000
Chap. 151, Laws 1918.	.....	125,000
Chap. 177, Laws 1919.	400,000	175,000

An additional appropriation of eighty-five thousand dollars (\$85,000) is hereby made..... 85,000 00  
Grading, walks and grounds..... 4,000 00  
Painting interior walls, new buildings..... 5,000 00  
Additional refrigeration equipment..... 15,000 00  
Additional power house equipment..... 6,000 00

## Addition to laundry building:

	Authorized	Appropriated
Chap. 177, Laws 1919.	\$50,000	\$25,000

An additional authorization of thirty-three thousand, seven hundred fifty dollars (\$33,750) is hereby made, and an additional sum of thirty thousand dollars (30,000) is hereby appropriated..... 30,000.00  
Equipment for additional accommodations..... 40,000 00  
Lighting grounds..... 1,000 00  
Elevators..... 20,000 00

## Deficiency appropriation

## Personal service

Special services, incurred prior to July 1, 1919..... 167 50

## BUFFALO STATE HOSPITAL

Personal service ..... \$279,563 33  
Maintenance and operation..... 465,000 00

## CONSTRUCTION AND REPAIRS

Additions and alterations to central heating plant—the sum of one hundred and twenty-five thousand dollars

(\$125,000) is hereby authorized, of which the sum of seventy-five thousand dollars (\$75,000) is hereby appro- priated .....	\$75,000 00
Additional accommodations (300 patient building) the sum of three hundred and twenty-five thousand dollars (\$325,000) is hereby authorized, of which the sum of one hundred thousand dollars (\$100,000) is hereby appropri- ated.....	100,000 00
Alterations to administration building.....	15,000 00

## CENTRAL ISLIP STATE HOSPITAL

Personal service .....	\$ 606,258 33
Maintenance and operation.....	1,093,400 00

## CONSTRUCTION AND REPAIRS

For additional accommodations for patients:

	Authorized	Appropriated
Chap. 151, Laws 1918.	\$150,000	\$25,000
Chap. 177, Laws 1919.	.....	50,000

An additional authorization of five hundred seventy-eight thousand dollars (\$578,000) is hereby made, of which four hundred fifty thousand dollars (\$450,000) is hereby appro- priated.....	450,000 00
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------

Quarantine building:

	Authorized	Appropriated
Chap. 177, Laws 1919.	\$20,000	\$10,000

An additional appropriation of ten thousand dollars (\$10,000) is hereby made.....	10,000 00
---------------------------------------------------------------------------------------	-----------

Fire alarm system:

	Authorized	Appropriated
Chap. 177, Laws 1919.	\$15,000	\$7,500

An additional appropriation of seven thousand five hun- dred dollars (\$7,500) is hereby made .....	7,500 00
--------------------------------------------------------------------------------------------------------	----------

For new central heating and lighting plant:

	Authorized	Appropriated
Chap. 181, Laws 1917.	\$150,000	\$50,000
Chap. 151, Laws 1918.	50,000	100,000
Chap. 177, Laws 1919.	135,000	125,000

An additional appropriation of sixty thousand dollars (\$60,000) is hereby made.....	60,000 00
-----------------------------------------------------------------------------------------	-----------

Refrigerating unit for kitchen.....	8,000 00
-------------------------------------	----------

Additional water supply.....	5,000 00
------------------------------	----------

Furniture and equipment for new buildings.....	23,000 00
------------------------------------------------	-----------

## Cold storage plant and equipment:

An authorization of one hundred thousand dollars (\$100,000) is hereby made, of which twenty-five thousand dollars (\$25,000) is hereby appropriated.....	\$25,000 00
Addition to wagon and implement shop.....	2,500 00
Open air pavilion for use and protection of patients.....	4,000 00
Service connections, laundry building.....	27,000 00
Emergency repairs to coal trestle.....	4,000 00

## GOWANDA STATE HOMEOPATHIC HOSPITAL

Personal service .....	\$169,179 32
Maintenance and operation.....	286,850 00

## CONSTRUCTION AND REPAIRS

Dairy barn and silo.....	20,000 00
Water supply and equipment.....	20,000 00
Deficiency appropriation	
Maintenance and operation	
Fuel, light, power and water, incurred prior to July 1, 1919.....	124 51
Farm and garden (for rental of the Dodman farm to December 1, 1919, including interest for one year in accordance with advice of the attorney-general).....	837 17

## HUDSON RIVER STATE HOSPITAL

Personal service.....	\$440,021 33
Maintenance and operation.....	840,150 00

## CONSTRUCTION AND REPAIRS

Addition to carpenter shop and equipment.....	15,000 00
Service connections.....	3,600 00
Furniture and equipment, new tuberculosis pavilion .....	10,000 00
Mortuary and laboratory equipment.....	5,000 00
Employees' home, for cottages and new T. B. group:	
An authorization of one hundred sixty-five thousand dollars (\$165,000) is hereby made, of which the sum of seventy-five thousand dollars (\$75,000) is hereby appropriated...	75,000 00

## For improvement of water supply:

	Authorized	Appropriated
Chap. 177, Laws 1919.	\$25,000	\$5,000

An additional authorization of twenty thousand dollars (\$20,000) is hereby made, and an additional sum of thirty thousand dollars (\$30,000) is hereby appropriated.....	\$30,000 00
Emergency repairs to dam.....	3,000 00
Deficiency appropriation	
Maintenance and operation	
Fuel, light, power and water, incurred prior to July 1, 1919.....	541 10

## KINGS PARK STATE HOSPITAL

Personal service.....	\$535,852 00
Maintenance and operation.....	958,000 00

## CONSTRUCTION AND REPAIRS

For construction of additional accommodations for patients:

	Authorized	Appropriated
Chap. 177, Laws 1919.	\$350,000	\$150,000

An additional authorization of five hundred and ten thousand dollars (\$510,000) is hereby made, of which the sum of three hundred thousand dollars (\$300,000) is hereby appropriated.....	300,000 00
Dining room and kitchen building for tuberculous patients	85,000 00
Changes in electric system.....	2,000 00

## Deficiency appropriation

Personal service

Deficiency in salary of special attendant, prior to July 1, 1919.....	30 00
Deficiency in salary of first assistant physician.....	58 33

## MANHATTAN STATE HOSPITAL

Personal service.....	\$724,799 00
Maintenance and operation .....	1,349,600 00

## CONSTRUCTION AND REPAIRS

## Bakery building and equipment:

	Authorized	Appropriated
Chap. 177, Laws 1919.	\$75,000	\$60,000

An additional appropriation of fifteen thousand dollars (\$15,000) is hereby made.....	15,000 00
----------------------------------------------------------------------------------------	-----------

For coal trestle and equipment:

	Authorized	Appropriated
Chap. 151, Laws 1918.	\$34,000	\$10,000

An additional appropriation of twenty-four thousand dollars (\$24,000) is hereby made..... \$24,000 00

New dining room accommodations for patients in main building:

	Authorized	Appropriated
Chap. 151, Laws 1918.	\$100,000	\$70,000

An additional appropriation of thirty thousand dollars (\$30,000) is hereby made..... 30,000 00

Exhaust fans—laundry..... 1,000 00

Outdoor comfort stations..... 3,000 00

Bathing accommodations, ward 25..... 2,500 00

Completing boilers 6 and 7..... 1,500 00

Circulating hot water system..... 10,000 00

Sterilizer for laundry..... 5,000 00

Furniture and equipment for new dining rooms..... 5,000 00

New boat..... 40,000 00

Bathing accommodations—nurses' home..... 2,500 00

Gallery in heating plant and alterations to west power house to adapt it for shop building..... 34,000 00

Additional electric machinery..... 20,000 00

Fly screens..... 3,000 00

Alterations to east building..... 75,000 00

Alterations and reconstruction work necessary to adapt the U. S. Naval Hospital Group for State use..... 90,000 00

Deficiency appropriations

Personal service

Attendant, prior to July 1, 1919..... 10 09

Deck hand, 4 at \$1,185 (4 months)..... 1,580 00

For payment to employees of boat service, the difference in rates provided by the appropriation bill and those provided by the schedule of the United States Shipping Board, from March 1, 1919, to June 30, 1920 2,500 00

Maintenance and operation:

Clothing..... 15,000 00

### MIDDLETOWN STATE HOMEOPATHIC HOSPITAL

Personal service ..... \$294,251 00

Maintenance and operation..... 436,900 00

## CONSTRUCTION AND REPAIRS

## Laboratory and mortuary building:

	Authorized	Appropriated
Chap. 177, Laws 1919.	\$35,000	\$10,000
An additional authorization of two thousand five hundred dollars (\$2,500) is hereby made and an additional sum of twenty-seven thousand five hundred dollars (\$27,500) is hereby appropriated.....		\$27,500 00

## Storehouse:

	Authorized	Appropriated
Chap. 177, Laws 1919.	\$20,000	\$10,000
An additional appropriation of ten thousand dollars (\$10,000) is hereby made.....		10,000 00

## For the construction and equipment of a new building at Middletown State Homeopathic Hospital, including necessary heating, water supply and sewage disposal system:

	Authorized	Appropriated
Chap. 238, Laws 1917.	\$369,000	\$100,000
Chap. 177, Laws 1919.	50,000	.....

An additional appropriation of two hundred and eighty-five thousand dollars (\$285,000) is hereby made..... 285,000 00

For construction of additional accommodations, an authorization of four hundred thousand dollars (\$400,000) is hereby made, of which the sum of one hundred thousand dollars (\$100,000) is hereby appropriated..... 100,000 00

Furniture and equipment at Comfort Farm..... 4,000 00

Service connections, laboratory and mortuary building..... 5,800 00

Electric motors for laundry and laundry machinery..... 7,000 00

Equipment, mortuary building..... 8,000 00

Removal and rebuilding of barn..... 10,000 00

## Deficiency appropriation

## Personal service

Deficiency in salary of special attendant prior to July 1, 1919.....	3 26
Deficiency in salary of chambermaid prior to July 1, 1919.....	12 10

## ROCHESTER STATE HOSPITAL

Personal service.....	\$233,534 00
Maintenance and operation.....	380,450 00

## Construction and repairs:

Sewage disposal pump and piping.....	\$4,000 00
Steam line to main kitchen.....	1,500 00
Reconstruction of roof north building .....	1,000 00

## ST. LAWRENCE STATE HOSPITAL

Personal service.....	\$278,773 00
Maintenance and operation.....	472,700 00

## Construction and repairs:

Additions and alterations to central heating plant.....	4,100 00
Silos.....	5,000 00
Additional vegetable cellar.....	3,500 00

## UTICA STATE HOSPITAL

Personal service.....	\$260,180 00
Maintenance and operation.....	390,250 00

## Construction and repairs

## Mortuary and laboratory

	Authorized	Appropriated
Chap. 151, Laws 1918.	\$35,000	\$10,000
Chap. 177, Laws 1919.	.....	20,000

An additional appropriation of five thousand dollars (\$5,000) is hereby made.....	5,000 00
------------------------------------------------------------------------------------	----------

## New bakery and equipment:

	Authorized	Appropriated
Chap. 151, Laws 1918.	\$20,000	\$2,000
Chap. 177, Laws 1919.	.....	10,000

An additional appropriation of four thousand dollars (\$4,000) is hereby made.....	4,000 00
------------------------------------------------------------------------------------	----------

Additions to equipment in pump and engine room.....	7,400 00
-----------------------------------------------------	----------

Road to power plant.....	7,600 00
--------------------------	----------

Equipment, mortuary and laboratory.....	8,000 00
-----------------------------------------	----------

Emergency repairs and electric lift, printing shop.....	5,700 00
---------------------------------------------------------	----------

For the construction and equipment of new buildings on the Marcy site in connection with the Utica State Hospital, including necessary heating, water supply and sewage disposal system:	.....
Chap. 238, Laws 1917.	\$1,250,000
Chap. 177, Laws 1919.	750,000

	Authorized	Appropriated
Chap. 238, Laws 1917.	\$1,250,000	\$300,000
Chap. 177, Laws 1919.	750,000	400,000

An additional authorization of one million, six hundred and ninety thousand dollars (\$1,690,000) is hereby made, of which one million, three hundred thousand dollars (\$1,300,000) is hereby appropriated for continuing construction of which not more than twenty thousand dollars (\$20,000) may be available for the collection of data, the preparation of plans, specifications and supervision of work..... \$1,300,000 00

Deficiency appropriation	
Personal service	
Special service.....	280 00
Maintenance and operation	
Office expenses.....	200 00

### WILLARD STATE HOSPITAL

Personal service . . . . .	\$342,573 00
Maintenance and operation.....	530,200 00

#### Construction and repairs:

##### Accommodations for tubercular patients:

	Anthorized	Appropriated
--	------------	--------------

Chap. 177, Laws 1919.	\$35,000	\$20,000
-----------------------	----------	----------

An additional authorization of five thousand dollars (\$5,000) is hereby made and an additional sum of fifteen thousand dollars (\$15,000) is hereby appropriated.....	15,000 00
------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------

Dining room floors at Edgemere.....	5,000 00
-------------------------------------	----------

Emergency roof repairs.....	4,000 00
-----------------------------	----------

#### Deficiency appropriation

##### Personal service

##### Railway

To meet provisions of Adamson law, relating to rates and hours of employment.....	3,652 92
-----------------------------------------------------------------------------------	----------

### REAPPROPRIATIONS

#### CHAPTER 165, LAWS OF 1920, GENERAL APPROPRIATION BILL

### STATE HOSPITAL COMMISSION

By chapter 151 of the laws of 1918, for:

Equipment—John Horn and Sons (re. \$46.00)

## BINGHAMTON STATE HOSPITAL

By chapter 151 of the laws of 1918, for:

Remodeling heating system (re. \$1,442.46)

Drainage, farm lands (re. \$544.90)

Extension of dormitory, scullery and equipment, east building kitchen (re. \$4,300.00)

Fencing (re. \$2,500.44)

Fire escapes (re. \$2,428.00)

## BROOKLYN STATE HOSPITAL

By chapter 151 of the laws of 1918, for:

Additional power house equipment (re. \$8,658.85)

Elevators, new buildings (re. \$2,326.00)

Equipment, buildings at Creedmoor (re. \$1,009.65)

Equipment, chronic and reception building (re. \$1,437.22)

Hospital development commission, development of plans and studies, Creedmoor (re. \$9,995.00)

Laundry and equipment (re. \$3,284.86)

Lighting of grounds (re. \$1,000.00)

Sewage plant for Creedmoor (re. \$5,630.62)

## CENTRAL ISLIP STATE HOSPITAL

By chapter 151 of the laws of 1918, for:

Additional accommodations for patients (re. \$20,266.35)

Extension to laundry and equipment (re. \$949.44)

Hospital development commission—development of plans and studies (re. \$732.83)

New central heating and lighting plant (re. \$12,969.35)

## GOWANDA STATE HOSPITAL

By chapter 151 of the laws of 1918, for:

Lighting rear group of buildings (re. \$480.53)

## HUDSON RIVER STATE HOSPITAL

By chapter 151 of the laws of 1918, for:

Additional accommodations for tubercular patients (re. \$11,284.93)

By chapter 571 of the laws of 1918, for:

Alterations and additions to water supply system (re. \$5,000.00)

Repairs to dam and filling swamp (re. \$235.00)

## KINGS PARK STATE HOSPITAL

By chapter 151 of the laws of 1918, for:

- Steel ceiling, plastered side walls, etc. (re. \$24.97)
- Additional accommodations for tubercular patients (re. \$75,000.00)
- Additional fire protection (re. \$529.69)
- Extension of sewage disposal plant (re. \$470.89)
- Furniture and equipment (re. \$498.83)
- Kitchen and dining-room accommodations, tuberculosis pavilions (re. \$19,000.00)
- Water storage reservoir (re. \$10,000.00)
- Hospital development commission, plans and studies (re. \$193.14)

## MANHATTAN STATE HOSPITAL

By chapter 151 of the laws of 1918, for:

- Painting (re. \$2,252.55)
- Repairs to ward floors, doors and trim (re. \$742.73)
- Additional accommodations for disturbed patients (re. \$94,528.09)
- Coal and ash handling apparatus (re. \$9,060.77)
- Coal trestle and equipment (re. \$10,000.00)
- Dining-room accommodations for patients, main building (re. \$19,949.92)
- Additional accommodation (re. \$48,185.81)

By chapter 571 of the laws of 1918, for:

- Repairs and renewals to heating, plumbing, etc. (re. \$1,430.70)

## MIDDLETOWN STATE HOSPITAL

By chapter 151 of the laws of 1918, for:

- Building for tubercular patients (re. \$1,440.06)
- Cottage for patients, Comfort Farm (re. \$2,063.19)
- Heating, plumbing, lighting, etc., tubercular cottage (re. \$5,125.69)
- Silos and barns (re. \$8,475.96)

## ROCHESTER STATE HOSPITAL

By chapter 151 of the laws of 1918, for:

- Galvanized ventilating ducts (re. \$2,000.00)

## ST. LAWRENCE STATE HOSPITAL

By chapter 151 of the laws of 1918, for:

- Replacing boiler, stone crusher plant (re. \$1,500.00)

Breeching to connect boilers (re. \$728.44)

Hospital development commission, development of plans and studies, water supply (re. \$500.00)

### UTICA STATE HOSPITAL

By chapter 151 of the laws of 1918, for:

Repairs and installation of blowers for boilers (re. \$2,238.65)

Bakery and equipment (re. \$2,000.00)

Hospital development commission, development of plans and studies, Marcy division (re. \$5,555.45)

### WILLARD STATE HOSPITAL

By chapter 151 of the laws of 1918, for:

Chlorinating plant (re. \$488.30)

# SUMMARY OF GENERAL APPROPRIATION BILL

## CHAPTER 165, LAWS OF 1920

### Personal service

Commission's office.....	\$117,020 00
Bureau of deportation.....	15,960 00
Psychiatric Institute.....	33,799 00
	<hr/>
Total, personal service .....	\$166,779 00
Maintenance and operation.....	79,190 00
	<hr/>
Total, Hospital Commission.....	\$245,969 00

### For State hospitals (see table, page 236)

Personal service.....	\$4,725,772 30
Maintenance and operation.....	8,124,200 00
	<hr/>
Total.....	\$12,849,972 30
Construction and repairs .....	3,830,700 00
	<hr/>
Total for State hospitals.....	\$16,680,672 30
Total in Chapter 165, for Department for 1920-1921.....	16,926,641 30

## DEFICIENCY APPROPRIATIONS FOR USE IN 1919-1920

### State Hospital Commission

Maintenance and operation .....	\$1,570 46
---------------------------------	------------

### State hospitals

Personal service.....	\$ 8,294 20
Maintenance and operation.....	19,219 93
Construction and repairs.....	60 00
	<hr/>
Total .....	\$27,574 13
Total deficiency appropriations.....	29,144 59

APPROPRIATIONS FOR STATE HOSPITALS FOR 1920-1921  
 GENERAL APPROPRIATION BILL

STATE HOSPITALS	Total	Personal service	Maintenance and operation	Construction and repairs
Binghamton .....	\$ 990,925 33	\$ 344,225 33	\$ 606,200 00	\$ 40,500 00
Brooklyn .....	736,962 66	216,462 66	314,500 00	206,000 00
Buffalo .....	934,563 33	279,563 33	465,000 00	190,000 00
Central Islip .....	2,325,658 33	606,258 33	1,093,400 00	626,000 00
Gowanda .....	496,029 32	169,179 32	286,850 00	40,000 00
Hudson River .....	1,421,771 33	440,021 33	840,150 00	141,600 00
Kings Park .....	1,880,852 00	535,852 00	958,000 00	387,000 00
Manhattan .....	2,435,899 00	724,799 00	1,349,600 00	361,500 00
Middletown .....	1,188,551 00	294,351 00	436,900 00	457,300 00
Rochester .....	620,484 00	233,534 00	380,450 00	6,500 00
St. Lawrence .....	764,073 00	278,773 00	472,700 00	12,600 00
Utica .....	1,988,130 00	260,180 00	390,250 00	1,337,700 00
Willard .....	896,773 00	342,573 00	530,200 00	24,000 00
Total .....	\$16,680,672 30	\$4,725,772 30	\$8,124,200 00	\$3,830,700 00

## REAPPROPRIATIONS

STATE HOSPITAL	TOTAL AMOUNT
Commission's office.....	\$ 46 00
Binghamton .....	11,215 80
Brooklyn .....	33,342 20
Central Islip.....	34,917 97
Gowanda .....	480 53
Hudson River .....	16,519 93
Kings Park .....	106,517 52
Manhattan.....	186,150 57
Middletown.....	17,104 90
Rochester .....	2,000 00
St. Lawrence.....	2,728 44
Utica .....	9,794 10
Willard .....	488 30
<hr/>	
Total .....	\$421,306 26

## CHAPTER 34, LAWS OF 1920

APPROPRIATIONS FOR STATE HOSPITAL DEPARTMENT  
FOR USE IN 1919-1920

STATE HOSPITAL	Maintenance and operation
Commission's office.....	\$ 15,000 00
Binghamton .....	78,040 00
Brooklyn .....	14,478 80
Buffalo .....	29,216 19
Central Islip.....	191,535 10
Gowanda .....	38,500 00
Hudson River .....	152,800 35
Kings Park.....	109,000 00
Manhattan.....	403,000 00
Middletown .....	23,750 00
Rochester .....	50,000 00
St Lawrence.....	55,813 49
Utica.....	38,554 95
Willard .....	68,240 99
<hr/>	
Total .....	\$1,267,930 27

Manhattan State Hospital:

Personal service..... 20,178 00

## CHAPTER 697, LAWS OF 1920

Salaries of State hospital employees as provided by new schedule. ....	\$1,120,000 00
------------------------------------------------------------------------	----------------

## CHAPTER 582, LAWS OF 1920

APPROPRIATIONS FOR STATE HOSPITAL DEPARTMENT  
FOR USE IN 1919-1920

## Central Islip State Hospital

## Maintenance and operation

Fuel, light, power and water.....	\$15,000 00
Clothing.....	12,000 00
Furniture, furnishings and household supplies..	17,000 00
Traveling expenses.....	700 00

## Kings Park State Hospital

## Maintenance and operation

Food .....	\$20,000 00
Roads, grounds and walks .....	15,000 00

## Manhattan State Hospital

## Maintenance and operation

Farm and garden.....	\$1,500 00
----------------------	------------

## Willard State Hospital

## Maintenance and operation

General administration prior to July 1, 1919.....	\$140 36
Traveling expenses.....	400 00
Total for use in 1919-1920.....	\$81,740 36

## FOR USE IN 1920-1921

## Binghamton State Hospital

## Personal service

## Accounting and stores

Voucher and treasurer's clerk.....	\$840 00
------------------------------------	----------

## Manhattan State Hospital

## Construction and repairs

Repairs to assembly hall.....	\$30,000 00
Equipment for assembly hall.....	10,000 00

Total for use in 1920-1921.....	\$40,840 00
---------------------------------	-------------

## CHAPTER 20, LAWS OF 1920

Brooklyn State Hospital, Creedmoor Division

Construction of buildings and plant and development of grounds.....	\$500,000 00
---------------------------------------------------------------------	--------------

## CHAPTER 860, LAWS OF 1920

Psychiatric Institute

Development of plans, soil surveys test pits models, etc.....	\$25,000 00
---------------------------------------------------------------	-------------

SUMMARY OF ALL APPROPRIATIONS FOR THE STATE  
HOSPITAL DEPARTMENT MADE BY THE  
LEGISLATURE OF 1920

## FOR USE IN 1920-1921

Commission's office, bureaus and Psychiatric Institute

Personal service .....	\$166,779 00
Maintenance and operation .....	79,190 00
Construction and repairs.....	<u>25,000 00</u>
	\$ 270,969 00

State hospitals

Personal service.....	\$5,846,612 30
Maintenance and operation.....	8,124,200 00
Construction and repairs.....	<u>4,370,700 00</u>
	\$18,341,512 30

## FOR USE IN 1919-1920

Commission's office, bureaus and Psychiatric Institute

Maintenance and operation .....	\$ 16,570 46
---------------------------------	--------------

State hospitals

Personal service.....	\$ 28,472 20
Maintenance and operation .....	1,353,890 56
Construction and repairs.....	<u>60 00</u>
	\$ 1,382,422 76

Total appropriations for Department.....	
------------------------------------------	--

Reappropriations .....	
------------------------	--

\$20,011,474 52	
-----------------	--

421,306 26	
------------	--

## GENERAL STATEMENT

## GENERAL STATEMENT OF THE STATE HOSPITALS, YEAR ENDING

JUNE 30, 1919

STATE HOSPITALS	Date of opening	Area of grounds Acres	Area under cultivation Acres	* Value of real estate	Value of personal property	VALUE OF PRODUCTS	
						Farm and garden	Manufactured by patients
Binghamton	1881	1,363	747	\$2,900,000 00	\$ 325,000 06	\$96,652 41	\$20,000 00
Brooklyn	1895	220	124	1,600,000 00	130,000 00	11,287 15	5,000 00
Buffalo	1880	183	71	3,057,100 00	120,000 00	13,383 94	46,329 92
Central Islip	1896	994	275	3,133,028 45	260,969 99	40,580 02	37,672 50
Gowanda	1898	500	482	823,975 00	277,518 00	65,120 59	24,286 07
Hudson River	1871	894	**1,025	3,125,562 35	521,542 33	55,241 60	27,324 80
Kings Park	1896	835	160	4,658,076 20	574,045 46	46,911 61	77,329 55
Manhattan	1896	245	69	5,135,000 00	400,000 00	33,265 45	110,259 87
Middletown	1874	543	287	1,925,895 00	145,000 00	41,069 97	7,000 00
Rochester	1891	269	186	1,025,649 61	69,030 00	37,958 05	32,841 52
St. Lawrence	1890	1,219	746	3,046,100 00	189,150 00	80,790 17	60,244 69
Utica	1843	1,402	950	1,790,300 00	200,000 00	81,060 39	14,875 00
Willard	1869	1,217	822	2,142,894 21	250,000 00	78,627 31	30,000 00
Total		9,884	5,953	\$34,373,580 82	\$3,462,255 78	\$687,918 66	\$493,163 92

\* As estimated by superintendents.

\*\* Includes Mohansic and Camp Whitman.

EMPLOYEES IN STATE HOSPITALS ON JUNE 30, 1919

EMPLOYEES IN STATE HOSPITALS

STATE HOSPITALS	A. ALL EMPLOYEES			B. NURSES AND ATTENDANTS				
	Men	Women	Total	Men	Women	Total		
	NUMBER			NUMBER				
	Men	Women	Total	Men	Women	Total		
Binghamton .....	275	212	487	5.74	156	139	295	9.47
Brooklyn .....	119	74	193	5.65	52	38	90	12.11
Buffalo .....	180	177	357	6.70	96	97	193	12.39
Central Islip .....	444	189	633	8.60	220	126	346	15.73
Gowanda .....	105	74	179	7.21	49	43	92	14.03
Hudson River .....	336	218	554	5.98	172	156	328	10.65
Kings Park .....	889	269	658	7.26	193	170	363	13.15
Manhattan .....	442	286	728	8.07	184	195	379	15.50
Middletown .....	180	177	357	6.12	67	131	198	11.03
Rochester .....	128	166	294	5.81	54	108	162	10.54
St. Lawrence .....	187	237	424	5.33	80	185	265	8.53
Utica .....	156	150	306	5.78	75	85	160	11.06
Willard .....	256	245	501	5.06	135	131	266	9.53
Total .....	3,197	2,504	5,701	6.60	1,533	1,604	3,187	11.99

COMPARATIVE STATEMENT OF TOTAL AND PER CAPITA COST OF MAINTENANCE OF PATIENTS IN  
STATE HOSPITALS FOR THE YEAR ENDING JUNE 30, 1919

(The per capita cost is determined by dividing the actual cost by the average daily population excluding parolees)

	ALL HOSPITALS 35,365 patients		BINGHAMTON 2,613 patients		BROOKLYN 930 patients		BUFFALO 2,202 patients		CENTRAL ISLIP 5,155 patients		Per capita
	Total	Per capita	Total	Per capita	Total	Per capita	Total	Per capita	Total	Per capita	
	\$	3235,648 74	\$ 94 32	\$ 294,424 55	\$ 98 92	\$ 119,657 68	\$ 125 66	\$ 213,403 99	\$ 96 91	\$ 422,230 26	\$ 81 91
Personal service.....	\$3,860,762 69	109 17	\$282,398 95	105 65	\$111,782 10	120 20	\$259,530 03	117 86	\$554,528 48	107 57	
Food, light, power and water.....	1,282,348 54	36 26	88,961 28	33 28	57,244 67	61 55	59,977 11	27 24	169,809 65	32 94	
Printing.....	16,890 01	48	1,585 92	59	1,147 17	1 23	839 12	38	1,693 39	33	
Advertising.....	1,369 81	04	99 96	04	74 88	08	29 32	01	11 56	...	
Traveling expenses.....	41,511 02	1 17	3,789 69	1 42	715 65	77	1,415 32	64	6,710 07	1 30	
Communication.....	56,309 29	1 59	4,689 38	1 75	2,115 29	2 27	2,410 14	1 11	9,037 99	1 75	
Fixed charges and contributions.....	191,179 33	5 41	8,625 57	3 23	6,551 42	7 05	18,501 49	8 40	22,774 62	4 42	
Rent.....	4,416 00	13	120 00	04	1,500 00	1 61	...	...	750 00	15	
Entertainment.....	24,400 55	69	2,398 98	90	720 44	78	1,516 54	69	2,729 98	53	
General administration.....	70,426 01	1 99	4,847 79	1 81	6,059 75	6 52	2,579 20	1 17	9,228 08	1 79	
Clothing.....	545,310 15	15 42	31,937 28	11 95	10,934 02	11 76	29,120 07	13 23	83,474 70	16 19	
Furniture and furnishings.....	302,293 70	8 55	20,802 90	7 78	10,312 75	11 09	19,852 89	9 02	37,320 82	7 24	
Farm and garden.....	260,715 56	7 38	38,830 90	14 53	5,723 60	6 15	2,292 39	1 04	14,567 35	2 83	
Special services.....	35,184 96	1 00	1,676 02	63	3,434 80	3 69	2,753 98	1 25	2,959 57	57	
Medical and surgical.....	65,437 90	1 86	5,412 91	2 03	3,180 46	3 42	3,939 06	1 79	7,385 05	1 43	
Lawns, roads and grounds.....	22,745 53	64	1,382 83	52	97 70	10	782 32	36	1,820 55	35	
Ordinary repairs and shops.....	205,873 24	5 82	16,053 29	6 01	6,961 29	7 49	14,081 00	6 39	24,825 11	4 82	
Miscellaneous supplies and equipment.....	411,471 76	11 62	35,457 33	13 26	13,210 28	14 21	23,103 73	10 49	53,894 50	10 45	
Boat and dock services.	19,859 71	55	.....	.....	.....	.....	.....	.....	.....	.....	
Total.....	\$10,754,037 20	\$304 09	\$113,495 53	\$304 34	\$361,422 95	\$388 63	\$656,157 70	\$297 98	\$1,425,742 73	\$276 57	

COMPARATIVE STATEMENT OF TOTAL AND PER CAPITA COST OF MAINTENANCE OF PATIENTS IN  
STATE HOSPITALS FOR THE YEAR ENDING JUNE 30, 1919.—(Continued)

(The per capita cost is determined by dividing the actual cost by the average daily population excluding paroles)

	GOWANDA		HUDSON RIVER		KINGS PARK		MANHATTAN		MIDDLETOWN	
	1,278 patients	Per capita	3,387 patients	Per capita	4,474 patients	Per capita	5,332 patients	Per capita	2,125 patients	Per capita
Personal service.....	\$115,143 42	\$ 90 09	\$ 333,190 55	\$ 98 37	\$ 382,057 84	\$ 85 39	\$ 457,923 31	\$ 85 56	\$201,922 21	\$ 95 02
Food, light, power and water.....	101,597 18	79 50	422,003 17	124 59	504,147 10	112 68	680,578 16	127 16	227,131 18	106 89
Fuel, light, power and water.....	55,922 72	43 76	147,688 79	43 60	126,444 44	28 26	209,941 74	39 23	66,175 74	31 14
Printing.....	835 93	65	1,359 42	40	1,887 42	42	2,788 57	52	792 52	37
Advertising.....	44 12	03	183 51	05	445 38	10	321 15	06	35 33	02
Traveling expenses.....	2,264 75	1 77	5,870 81	1 73	5,369 52	1 20	1,951 07	36	1,395 36	65
Communication.....	2,451 73	1 92	6,056 76	1 79	9,617 31	2 15	5,999 55	1 12	2,419 60	1 14
Fixed charges and contributions.....	7,272 07	5 69	21,901 29	6 47	17,516 08	3 92	20,863 82	3 90	11,343 83	5 34
Rent.....	200 00	16	90 00	03	750 00	17	751 00	14	.....	.....
Entertainment.....	1,569 42	1 23	2,962 84	83	3,014 98	67	2,550 89	48	890 73	42
General administration.....	1,890 50	1 48	7,491 53	2 21	9,352 90	2 09	13,710 57	2 56	1,773 50	84
Clothing.....	15,308 03	11 98	35,608 12	10 51	81,875 15	18 30	124,796 24	23 32	18,561 63	8 74
Furniture and furnishings.....	8,070 85	6 32	26,599 87	7 86	34,618 77	7 74	47,471 48	8 87	14,882 73	7 00
Farmland and garden.....	22,902 73	17 92	22,147 06	6 58	24,436 50	5 46	12,548 75	2 35	17,502 16	8 24
Special services.....	1,506 23	1 18	5,040 39	1 49	2,717 13	61	2,300 90	43	875 50	41
Medical and surgical.....	1,022 86	80	6,702 76	1 98	10,281 64	2 30	10,781 96	2 01	3,376 34	1 59
Lawns, roads and grounds.....	493 99	39	1,831 99	54	7,598 26	1 70	5,758 65	1 08	203 45	09
Ordinary repairs and shops.....	8,397 40	6 57	24,230 62	7 16	19,120 96	4 28	28,882 66	5 40	9,606 20	4 52
Miscellaneous supplies and equipment.....	14,480 92	11 33	39,289 03	11 60	51,627 57	11 54	70,596 37	13 19	17,771 20	8 36
Boat and dock services.....	.....	.....	.....	.....	.....	.....	19,859 71	3 71	.....	.....
Total.....	\$361,374 85	\$282 77	\$1,110,248 51	\$227 80	\$1,292,878 95	\$288 98	\$1,720,397 15	\$321 45	\$596,659 71	\$280 78

**COMPARATIVE STATEMENT OF TOTAL AND PER CAPITA COST OF MAINTENANCE OF PATIENTS IN  
STATE HOSPITALS FOR THE YEAR ENDING JUNE 30, 1919—(Concluded)**

(The per capita cost is determined by dividing the actual cost by the average daily population excluding paroles)

## COMPARATIVE STATEMENT

## CAPACITY OF STATE HOSPITALS AND NUMBER OF PATIENTS, JULY 1, 1920

HOSPITAL	CAPACITY	NUMBER OF PATIENTS
Binghamton.....	2,400	2,738
Brooklyn.....	1,043	1,313
Buffalo.....	1,700	2,344
Central Islip.....	4,100	5,577
Gowanda.....	950	1,274
Hudson River.....	2,850	3,562
Kings Park.....	3,600	4,797
Manhattan.....	5,230	6,045
Middletown.....	1,840	2,177
Rochester.....	1,260	1,772
St. Lawrence.....	1,950	2,282
Utica.....	1,400	1,829
Willard.....	2,114	2,584
<hr/> Total.....	30,437	38,294



# INDEX

	SEC.	PAGE
ACCIDENTS, injuries and escapes, report of .....		182, 203
Accounts furnished treasurer by steward.....	55, 3	71
of committees of incompetent persons, L. 1915.....		130
or public officers, L. 1920.....		160
of State hospitals.....	45, 9	60
form of, to be prepared by State comptroller.....		143
Acquisition of property for use of State hospitals by con- demnation and otherwise.....	64	75
Actions at law, against Commission, managers or officers of State hospitals .....	58	73
for support of poor or indigent insane, L. 1898.....		123
to recover moneys due the hospital.....	54	71
Additions and improvements, special fund estimates for.....		178, 203
Administration department, State hospitals, classification and wages.....	50	64
Admission of patients. (See also commitment), application for.....	82	79
for persons not suitably cared for.....	86	85
poor and indigent.....	82	79
costs.....	84	83
dangerous insane.....	86	86
examination preliminary to.....	82	80
New York City, patients from .....	81	78
order for.....	12	47
papers to accompany.....	80	78
private, to State hospitals.....	82	80
records of.....	7	
by Commission.....	15	48
by superintendent.....	45, 11	60
requirements.....	82	80
review of proceedings.....	83	82
to State hospital in district.....	87	88
under special agreement .....	89	90
voluntary patients.....	99	95
Advertisements relating to State hospital buildings deter- mined by Commission.....	65	76
Agents for securing reimbursement for support of insane....	85	85
Agreement between New York and Massachusetts .....		164
Agricultural law, amendment relative to State farms and in- stitutions, Chap. 211, L. 1917.....		188
amendment to relative to use of condensed milk, L. 1920.		161
Alien and non-resident patients, report of.....		190, 294

	SEC.	PAGE
<b>Alien insane—</b>		
Immigration law.....		162
removal of, legislation for.....	6	44
transfer.....	96	94
<b>Alienists, Board of. See Bureau of Deportation.....</b>	19	49
<b>Allowance, ration.....</b>		176, 220
<b>Almshouses, power of Commission to visit.....</b>	92	92
<b>Amityville. (See Knickerbocker Hall, and Long Island Home, p. 34.)</b>		
<b>Annual report—</b>		
of Commission.....	11	47
to include statement of trust funds.....	7, 2	45
of managers of State hospitals.....	43, 6	57
of superintendents.....	45, 10	60
of treasurer.....	52, 7	70
<b>Annuities paid from retirement fund.....</b>	112	98
<b>Application blanks for retirement.....</b>	121	102
<b>Application for order of commitment.....</b>	82	79
<b>Appropriations—</b>		
annual appropriation bill.....		221
for buildings, unexpended balance may be used to complete other work.....	65	77
for construction, improvements, repairs and equipments at various State hospitals.....		223
for new buildings at Marcy site.....		135
for new building at Middletown.....		135
reappropriations .....		231
summary of .....		239
<b>Arrangement for exchange of insane between New York and Massachusetts.....</b>		164
<b>Arrest of apparent insane.....</b>	88	90
<b>Assistant auditor, name.....</b>		3
<b>Assistant physicians—</b>		
duties in absence of superintendent.....	45	58
families, supplies for.....	49	63
qualifications.....	45, 2	59
salaries of.....		171
to reside in hospital.....	45, 2	59
<b>Assistant principals of training schools, salaries of.....</b>		173
<b>Assistant secretary, name.....</b>		4
<b>Assistant social workers, salaries of.....</b>		173
<b>Assistant statistician, name.....</b>		4
<b>Assistant steward, salaries of .....</b>		172
<b>Astoria. See Rivercrest.....</b>		36
<b>Asylums, private, directory.....</b>		28
inspection of, by Commission .....	6	44
by Commission or medical inspector.....	9	46
license for .....	59	73
maintaining, without license a misdemeanor.....		158

	SEC.	PAGE
Attendants, may be disapproved by Commission .....	87	88
classification and wages.....	50	65
gifts or supplies, not to receive.....	56	72
may live outside.....	49	63
special policemen, duties as.....	45, 4	60
training school for.....	45, 7	60
		162
transfer of patients to State hospitals.....	87	88
wages.....	50	63
increase.....	50	63
Attorney-General, investigation by deputy.....	92	92
proceedings for acquiring real estate for hospitals.....	64	75
Attorneys for State hospitals, manager or officer not to act as.....	56	72
Auburn. See Pines, The.....		36
Auditor, name.....		3
assistant .....		3
information to be sent to .....		178, 202
monthly report of hospital population, to be submitted to.....		178, 203
report of inventory of maintenance supplies at close of year to be submitted to.....		178, 203
report of quarterly consumption of farm products to be sent to .....		203
BAKERY service, State hospitals, wages.....	50	65
Bank balances, steward's statement of.....		179
Beacon. See Dr. Bolton's Home 27; also Craig House.....		31, 32
Beekman, lands to be under control of commission.....		159
Bids for State hospital buildings.....	65	76
for supplies, lowest to be accepted.....	56	72
Binghamton. See Dr. Lyon's sanitarium .....		34
Binghamton State Hospital—		
appropriations in annual appropriation bill, L. 1920.....		228
directory.....		8
Blank forms for hospitals, to be uniform.....	10	47
Blanks, application for retirement.....	121	102
Bloomingdale Hospital, White Plains .....		29
Board of alienists. See Bureau of Deportation.....	19	49
Board of managers.....	41	55
actions against.....	58	73
appointment and removal.....	42	55
contracts, not to be interested in.....	56	72
gifts or supplies, not to receive.....	56	72
meetings.....	43, 4	57
with Commission .....	8	46
not to act as attorney for hospital.....	56	72
powers and duties.....	43	56
books of record.....	43, 3	55
buildings, examination of plans for.....	65	76

	SEC.	PAGE
Board of managers, (continued)		
inspection of hospital.....	43, 2	56
investigate charges against State hospital officials.....	43, 7	57
report, annual.....	43, 6	57
report on inspection of hospital.....	43, 2	56
superintendents of hospitals, approval of appointment	44	57
removal of.....	44	58
suspension of.....	44	58
president.....	43	56
secretary.....	43	56
terms of office.....	41	55
Bolton's Home, Dr., Beacon.....		29
Bond's House, Dr., Yonkers.....		30
Bonds, not to be required of public service corporations for contracts in certain cases.....	65	76
Books of record—		
case books.....	90	91
Commission to keep.....	15	48
in State hospitals, uniform.....	10	47
managers to keep.....	43, 3	57
superintendents to keep.....	45, 11	60
Breezehurst Terrace, Whitestone.....		30
Brigham Hall Hospital, Canandaigua.....		31
Brooklyn State Hospital—		
appropriations in annual appropriation bill, L. 1920.....	224	
for buildings at Creedmoor.....	159	
directory.....	9	
resident steward to become steward .....	47	62
special provisions relating to.....	46	61
Brooks' House, Dr., Rye.....		31
Buffalo. See Providence Retreat.....		36
Buffalo State Hospital—		
appropriations in annual appropriation bill, L. 1920.....	224	
directory .....	10	
Building department, State hospitals, classification and wages.....	50	66
Buildings—		
private institutions for insane.....	59	73
religious corporations.....	6	44
State hospitals, appropriations for.....	65	76
contracts.....	65	76
erection, alteration, repairs and improvements.....	65	76
estimated cost.....	17	49
examination by Commission.....	6	44
fire protection, L. 1895.....		122
plans for.....	65	76
superintendent to have supervision of .....	45	58
Buildings and engineering department, inspector.....		4
Bureau of Deportation, directory.....		5

	SEC.	PAGE
Bureau of Deportation, information to be sent to .....		190, 204
powers and duties .....	19	49
By-laws, rules and regulations for officers, employees, etc., of State hospitals .....	45, 12	61
CANANDAIGUA. See Brigham Hall Hospital.....		31
Capacity of State hospitals, Commission to report on.....	11	47
table of.....		245
Case-books.....	45, 11	60
entries in.....	90	91
evidence in habeas corpus proceedings.....	93	92
Census, June 1, 1919 .....		7
Central Islip State Hospital—		
appropriations in annual appropriation bill, L. 1920.....		225
commitment of patients to.....	12	47
directory.....		11
district.....	12	47
established.....	46	61
managers.....	42	55
resident steward to become steward.....	47	62
special provisions relating to.....	46	61
Central Supply Committee—		
act creating .....		149
powers and duties of .....		150
Central Valley. See Dr. MacDonald's House .....		35
Certificates of lunacy.....	80, 81	78
accompany petition.....	80	78
dangerous insane.....	82	81
Chief engineers, reports of .....		205, 206
City officers, duties regarding insane.....	87	86
Civil State hospitals, directory .....		9
Classification of mental diseases.....		217
Clothing furnished to patients on commitment, cost of.....	84	88
duties of local officers .....	87	86
on discharge.....	95	94
Code of criminal procedure, extracts from .....		156
Collection attorney, information to be furnished to .....		179, 203
Collins. See Gowanda State Homeopathic Hospital.....		13
Combes' Sanitarium, Dr., Corona .....		31
Combustibles, storage and use of .....		123
Commission, defined.....	2	42
monthly reports of communicable diseases to be submitted to .....		192, 204
monthly report of discharged patients to be sent to .....		193, 204
monthly report of movement of patients to be submitted to .....		177, 202
statistical information to be submitted to .....		177, 202
Commission, Hospital Development (see Hospital Development Commission).....		133

	SEC.	PAGE
Commission to examine insane person in confinement, appointment of and duties.....		156
Commissioner of Agriculture—		
to examine food products.....		138
to supervise farms.....		139
Commissioners in lunacy. See State Hospital Commissioners.....		42
Commitment of insane.....	80	78
costs of .....	84	83
	86	86
dangerous insane.....	82	81
	88	89
defendant.....		157
examination preliminary to.....	81	78
expenses where patient is found sane or not committed..	88a	90
inebriates .....	173	116
New York city, patients from.....	12	47
order for.....	80	78
application for.....	82	79
	88	90
for persons not suitably cared for.....	86	85
poor or indigent.....	87	86
papers to accompany.....	82	81
records of, by Commission.....	15	48
by superintendent.....	45, 11	60
requirements.....	82	79
review of proceedings.....	83	82
to jail prohibited.....	87	88
to State hospital in district.....	87	88
Committee, Central Supply (see Central Supply Committee).....		149
Committee of person and property, appointment of, L. 1895.....		123
bonds in proceedings for the disposition of real property.....		127
care of harmless insane.....	82	80
compensation of, L. 1915.....		133
inventory and account, L. 1915 .....		130
powers and duties of .....	88	90
L. 1914.....		149
security to be given by, L. 1915 .....		128
Communicable disease, report of new cases of.....		192, 204
Communications with patients.....	145	109
	163	114
Commutation for board and lodging of employees.....	50	63
		175
Commutation ticket fund.....	51	68
Complaints, investigation of.....	43, 7	57
Comptroller, State, member retirement board .....	119	102
form of accounts and contracts to be prepared by.....		143
powers and duties of, re. contracts .....		144
Condemnation of property for State hospitals.....	64	75
Condensed milk containing oil, use of, L. 1920.....		161

	SEC.	PAGE
Conferences of superintendents with Commission.....	48	62
Confinement, persons in, when insane, L. 1910.....		141
unlawful of idiots and insane persons.....		158
Contracts, State hospital buildings.....	65	76
liability of State for.....	65	77
supplies.....	56	72, 151
officers not to be interested in.....	56	72
to be approved by and filed in office of State Comptroller,.....		144
Contracts for State hospital supplies.....		187
Convicts, insane, discharge of.....	139	107
	160	113
on recovering, transfer to prisons.....	140	107
	161	114
restrictions on superintendents, in regard to.....	94	93
retention of, after terms expire.....	159	113
State hospitals for.....	130	103
	150	110
Convicts, transfer of.....		185
transfer to Matteawan State Hospital.....	138	106
	142	108
under sentence of death, L. 1910.....		189
Corona. See Dr. Combes' Sanitarium.....		31
Correspondence, of insane.....	10	46
of patients.....		181
with other State departments.....		206
Cost of any commission in lunacy.....		157
Counsel, name.....		4
Craig House, Beacon.....		32
Creedmoor, appropriation for buildings at, L. 1920.....		159
Criminal code, extracts from.....		156
Criminal liability.....		158
Criminals, insane. See convicts.		
 DANGEROUS insane, apprehension and confinement.....	88	90
commitment.....	82	81
order of, refusal of judge to grant.....	83	83
Dannemora State Hospital—		
communications with patients.....	163	114
convicts—		
certificate of conviction to be delivered to medical		
superintendent .....	162	114
discharge of, after expiration of term.....	160	113
retention of, after expiration of term .....	159	113
transfer to prison on recovery of.....	161	114
directory .....		25
establishment and purpose.....	150	110
medical superintendent.....	152	110
as treasurer of .....	153	110
certificate of conviction to be delivered to .....	162	114

	SEC.	PAGE
Dannemora State Hospital, (concluded)		
powers and duties.....	155	111
removal of.....	157	112
monthly estimates.....	156	112
officers.....		25
patients, communicating with.....	163	114
salaries of resident officers.....	154	111
superintendent of State prisons to make rules and regulations for.....	151	110
transfer of prisoners in State prisons, reformatories and penitentiaries to.....	158	112
Dansville. See United States Public Health Service Hospital		38
Deceased patients—		
record of.....	15, 4	48
sale of unclaimed property of.....	98	94
Defendant, commitment and detention of insane.....		158
Definitions .....	2	41
Dentists, salaries of.....		171
Deportation, bureau of. See Bureau of Deportation .....	19	49
Deportation of alien insane, U. S. immigration law .....		163
Directors of clinical psychiatry, salaries of .....		170
Discharge of employees .....	45	176, 204
of insane.....	94	92
record of.....	15, 3	48
of person imprisoned or restrained in his liberty, act relative to .....		144
Discharged patients, care of .....	94, 3	93
clothing and money furnished to.....	95	94
personal property, sale of unclaimed.....	98	94
report of.....		176, 204
Dispensaries in connection with State hospitals.....	45, 11a	61
Districts, State hospital .....	12	47
changes in.....	13	47
Domestic service, wages.....	50	65
Drug addicts, commitment of.....		191
Drunkards. See also inebriates.....		116
committee of person and property, L. 1895.....		123
real estate, partition and sale, L. 1905.....		129
Duties—		
of committee and others to care for insane .....	88	89
of local officers in regard to insane.....	87	86
ELECTRICAL engineers, classification and wages.....	50	66
Emergency commitments .....	82	81
Emergency fund, State hospitals.....	51	68
Employees, in State hospitals, all—		
classification.....	49	62

## INDEX

255

	SEC.	PAGE
<b>Employees—</b>		
commutation for board and lodging of.....		175
date of employment of.....		176
discharge of.....	45	59, 176
to be reported to Commission.....		198, 204
families, supplies for.....	49	62
general rules relative to.....		174
gifts or supplies, not to receive.....	56	72
hours of labor, L. 1918.....		145
increase of wages of.....		176
laundry allowance of.....		175
may live outside.....	49	63
number of.....		176
privileges allowed to.....	50	63
probationary service of.....		175
re-employment of.....		176
report of dismissal of.....		198, 204
retirement.....		111
definition.....		109
for disability caused by injury.....		113
forfeiture of right to annuity by default in making contributions.....		117
payments in case of death .....		116
repayments where retirement is without fault of employee .....		116
temporary employees.....		118
rules and regulations governing.....		43
schedule of wages of.....		174
service records of.....		196
special policemen, duties as.....	45, 4	60
table of.....		241
term of service, how computed .....		114
training school for.....	45, 7	60
transfer of.....		176
uniforms prescribed for.....		193
vacations and absence from duty of.....		174
vaccination of.....		188
wages.....	49	62
		63
<b>Employees' families, supplies for members of.....</b>		175
<b>Employment, date of.....</b>		176
<b>Engineer's department, State hospitals, classification and wages.....</b>		50
		66
<b>Epileptics, commitment to State hospitals.....</b>		80
discharged from State hospitals.....	94, 3	93
immigrants.....		19
		49
<b>Escape of patients.....</b>		45, 4
		60

	SEC.	PAGE
Estimates, of expenses for State hospitals, Commission to report upon.....	11	47
quarterly .....	51	68
to be submitted to auditor.....		176
to legislature, concerning number of patients.....	17	49
Examinations of institutions, by Commission.....	6	44
8		45
by managers.....	48, 2	56
by medical inspector .....	4	43
of private institutions.....	8	45
9		46
by special examiners .....	6	44
Examiners, in lunacy.....	80, 81	78
fees .....	84	84
of immigrants.....	19	49
of insane convicts.....	138	106
record of.....	14	48
Examining physicians—		
appointment of.....		148
compensation of.....		148
may be sworn as a witness.....		148
Execution of papers by Commission.....	5	44
Expenditures, State hospitals—		
apportionment of general expenses.....	51	69
classified estimates of, to be submitted for quarterly periods.....		202
monthly statement.....	53	70
per capita.....		242
quarterly estimates.....	51	68
Expenses incurred in sending defendant to asylum.....		157
Experts, Commission may employ.....	4	43
Explosives, storage, and use of .....		122
 FAMILIES, of officers, defined.....	49	62
 Farm and grounds department, State hospitals, classification and wages.....	50	67
Farm census, to be submitted to auditor annually.....		178, 203
Farm products, report of quarterly consumption of, to be submitted to auditor.....		203
Farms—		
Commissioner of Agriculture to supervise, L. 1917.....		138
purchase of, to be approved by Commissioner of Agriculture.....		139
Federal legislation re. alien insane, Commission to secure.....		44
Feebleminded—		
commitment to State hospitals.....	80	78
segregation of .....		136
Fees of examiners and witnesses.....	84	84

## INDEX

257

	SEC.	PAGE
Final order for discharge of prisoner or patient.....		144
Finances, State hospitals.....	52	69
accounts of State hospitals.....	45, 9	60
furnished treasurer by steward.....	55, 3	71
estimates of expense for State hospitals, Commission to report upon.....	11	47
quarterly.....	51	68
to legislature, concerning number of patients.....	17	49
statistical report of, to be submitted at close of year.....		204
Financial department, State hospitals, classification and wages.....	50	64
Financial statement, receipts and expenditures.....	53	70
Fire alarm systems and fire extinguishing equipment, installation and maintenance of.....		122
escapes, construction, maintenance and regulation of....		122
prevention and protection against, L. 1895.....		122
First assistant physicians, salaries of.....		170
Fiscal year, changes in, Chap. 118, L. 1916 .....		153
Flushing. See Sanford Hall.....		37
Food products, Commissioner of Agriculture to examine....		138
Food supplies for officers and employees.....	49	62
Forfeiture of right to annuity by default in making contributions (retirement fund).....	117	101
Forms authorized for use in State hospitals—		
administration.....		207
medical.....		210
steward.....		212
GENERAL orders of Commission, to be filed in separate binder.....		167
General rules relative to employees.....		174
General statement of the State hospitals.....		240
Genesee Sanitarium, Syracuse.....		32
Gifts, of property for insane.....	64	75
to State hospitals.....	7, 2	45
Gifts or supplies, officers not to receive.....	56	72
Glenmary, Owego.....		32
Goshen. See Interpines.....		33
Governor, appointments and removals of State Hospital Commissioners .....	3	43
managers of State hospitals, appointment.....	41	55
42		55
inspection of records of.....	43, 3	57
removal.....	42	55
person under sentence of death but insane, duty.....		140
plans for State hospital buildings, approval of.....	17	49
salaries of officers, approval of.....	65	76
	49	62

	SEC.	PAGE
<b>Gowanda State Homeopathic Hospital—</b>		
appropriations in annual appropriation bill, L. 1920.....		226
commitment to.....	87	88
directory.....		13
managers.....		42
Grants to State hospitals.....	7, 2	45
for maintenance of insane.....		64
Greenmont-on-the-Hudson.....		33
Guardians, appointment of, Chap. 440, L. 1916.....		128
 <b>HABEAS corpus.....</b>	93	92
<b>Harmless insane.....</b>	82	80
<b>Harrison. See St. Vincent's Retreat.....</b>		37
<b>Health officers, care of insane pending commitment.....</b>	87	86
compensation.....	84	84
	88a	90
supervision of insane not in State hospitals.....	88	90
to apply for commitment.....		86
<b>Homeopathic hospitals, commitment to.....</b>	87	88
superintendent and physicians.....		44
<b>Homeopathic treatment.....</b>		168
<b>Hospital attorney, manager or officer not to act as.....</b>	56.	72
<b>Hospital Commission. See State Hospital Commission.</b>		
<b>Hospital Development Commission—</b>		
act creating, L. 1917.....		133
amendment to, L. 1918 .....		136
expenses of .....		134
powers and duties of.....		134
<b>Hospital districts.....</b>		167
<b>Hospital population, monthly statement of, to be submitted</b>		
to auditor.....		178, 203
<b>Hospitals, total and per capita cost of maintenance.....</b>		242
<b>Hours to constitute a day's work.....</b>		145
<b>Hudson River State Hospital—</b>		
appropriations in annual appropriation bill, L. 1920 .....		226
directory .....		14
 <b>IDIOTS, commitment to State hospitals forbidden.....</b>	80	78
committee of person and property, L. 1895.....		123
discharged from State hospitals.....	94, 3	93
immigrants, examination of.....		19
real property, partition and sale, L. 1905.....		129
<b>Immigrants, insane.....</b>	19	49
removal of.....	6	44
	19	50
transfer.....		96
<b>Iminigration law, extracts from.....</b>		162

## INDEX

259

	SEC.	PAGE
Incompetents, committee of, appointment.....		123
care of harmless insane.....	82	80
duties.....	88	89
powers and duties, L. 1914.....		146
inventory and account, L. 1915.....		130
real property, partition and sale of, L. 1905.....		129
Increase in wages of employees.....	50	63
Indians, insane.....	97	94
Indigent insane—		
accommodation for.....	17	49
care and support.....	85	84
commitment, costs of.....	84	83
defined.....	2	41
discharged from State hospitals.....	94, 3	93
local officers, duties of.....	87	86
maintenance.....		125
		126
State hospitals for.....	40	54
transfer.....	96	94
Industrial department, State hospital, classification and wages.....	50	67
Inebriates—		
commitment of.....	173	116
application for order of.....	174	117
review of order of.....	175	118
committee of person and property, L. 1895.....		123
habeas corpus proceedings.....	176	118
real property, partition and sale of, L. 1905.....		127
Insane—		
admission, date to be recorded.....	15	48
under special agreement.....	89	91
voluntary patients.....	99	95
alien, (see alien insane)		
apparent, arrest of.....	88	90
care of, by relatives or committee.....	82	79
inquiry into.....	86	86
investigation of.....	92	91
certificate of lunacy.....	80, 81	78
to accompany petition.....	82	79
commitment. See commitment of insane.		
committee of person and property, appointment of.....		123
care of harmless insane.....	82	80
duties of, to care for.....	88	89
inventories and accounts.....		130
convicts. See convicts, insane.		
correspondence of insane.....	10	46
criminals. See convicts, insane.		
dangerous, apprehension and confinement.....	88	90

	SEC.	PAGE
<b>Insane, (continued)</b>		
commitment.....	82	80
refusal of judge to grant order for commitment.....	83	83
death of, reports.....	15, 4	48
deceased, sale of unclaimed personal property.....	98	94
discharge of.....	94	93
discharged, care of.....	94, 3	93
clothing and money furnished to.....	95	94
from licensed institutions.....	94, 4	93
personal property, sale of unclaimed.....	98	94
dispensaries for, in connection with State hospitals.....	45, 11a	61
duties of local officers in regard to.....	87	86
escape of.....	45, 4	60
examination of patients in State hospitals by Commission,	8	45
medical inspector.....	4	43
superintendent.....	45, 1	64
gift for maintenance.....	7, 2	45
habeas corpus proceedings.....	93	92
harmless.....	82	80
homeopathic care.....	87	88
immigrants, examination of.....	19	49
removal of.....	6	44
transfer.....	96	94
Indians.....	97	94
indigent. See poor and indigent.		
information relating to, to be given Commission by super-		
intendent.....	16	48
institution, defined.....	2	41
investigation into care and treatment of.....	92	91
jails, not to be confined in.....	87	88
liability for care and support of.....	86	86
maintenance. See maintenance of insane.		
meeting of superintendent and medical staff to consider		
condition.....	45, 8	60
non-resident.....	19	49
removal.....	6	44
transfer.....	19	50
number in hospitals, estimated.....	96	94
orders for commitment of.....	17	49
parole of.....	80	78
pending commitment, care of.....	94, 3	93
person in confinement, L. 1910.....	87	88
under sentence of death, L. 1910.....	139	139
poor and indigent—		
accommodations for.....	17	49
care and support of, liability for.....	85	85
defined.....	2	41
discharged from State hospitals.....	94, 3	93

	SEC.	PAGE
<b>Insane, (concluded)</b>		
local officers, duties of.....	87	86
maintenance.....		125
		126
transfer.....	96	94
private patients, admission to State hospitals.....		7
	89	91
revenue from.....	52, 8	69
proceedings to determine the question of insanity.....	82	79
proceedings when person in confinement appears to be insane.....		139
real property, partition and sale, L. 1905.....		129
record of, kept by Commission.....	15	48
clinical.....	45, 8	60
in State hospitals.....	45, 11	60
case book.....	90	91
relatives. See relatives of insane.		
review of proceedings, commitment.....	88	82
service of legal process on.....		179
temporary provision for.....	91	91
transfer, costs.....	85	84
	86	86
from home to State hospital.....	82	79
by trained attendants.....	87	88
from one State hospital to another.....	46	62
non-resident patients.....	96	94
from overcrowded hospitals.....	91	91
voluntary patients, in private institutions.....	99	95
in State hospitals .....	99	95
<b>Insanity law.....</b>		41
<b>Insanity of person under sentence of death, L. 1910.....</b>		139
<b>Insanity, proceedings to determine the question of.....</b>	82	79
<b>Inspection, of institutions by Commission.....</b>	6	44
	8	45
		188
by managers .....	43, 2	56
by medical inspector.....	4	43
of private institutions.....	8	45
	9	46
<b>Inspector—</b>		
name.....		4
dairy, name.....		4
medical, name.....		4
duties.....	4	43
of buildings, name.....		4
<b>Inspectors.....</b>	4	43
<b>Institutions, defined.....</b>	2	41
for care, treatment and custody of insane .....		53
to furnish information to Commission.....	16	48
See also private institutions; State hospitals.		

	SEC.	PAGE
Insurance, State hospitals.....	17	49
Interpines, Goshen.....		33
Inventory and account of committee of incompetent person, L. 1915.....		130
Inventory of supplies on hand, to be submitted to auditor.....		178, 208
Investigations.....	43, 7 92	57 91
JAILS, insane not to be confined in.....	87	88
Judge, apprehension and confinement of dangerous insane...	88	90
commitment of insane:.....	80 82	78 79
discharge of patients.....	94, 3	93
to serve notice on insane.....	82	79
KELLOGG'S House, Dr., New York City.....		33
Kings Park State Hospital—		
appropriations in annual appropriation bill, L. 1920.....		227
directory .....		16
district.....	12	47
established.....	46	61
managers.....	42	55
resident steward to become steward .....	47	62
special provisions relating to.....	46	61
Kitchen service, State hospitals, classification and wages....	50	65
Knickerbocker Hall, Amityville.....		34
LABOR, hours of, State hospital employees, L. 1913 .....		145
Lands, acquired by condemnation.....	64	75
Laundry allowance of employees.....		175
Laundry service, State hospitals, classification and wages....	50	66
Laws repealed, list.....	190	119
Legal department.....		6
Legal papers, notice of when served, to be submitted to collection attorney.....		179, 208
Legal process, service of, on insane patients.....		179
Letters of insane.....	10	46
Liability for care and support of indigent insane.....	85	84
actions at law, L. 1898.....		124
of estate, for support of patients.....	84	84
of relatives, for support of dependent insane.....	86	86
State a preferred creditor.....	86	86
Libraries for State hospitals .....	51	68
Licensed institutions.....		27
patients, discharge of, from.....	94, 4	93
parole of.....	94, 4	93
Local officers, duties of, in regard to insane.....	87	86
Long Island Home, Amityville.....		34

	SEC.	PAGE
Long Island State Hospital—(See Brooklyn State Hospital)		
Lyon's, Sanitarium, Dr., Binghamton .....		34
MACDONALD'S House, Dr., Central Valley.....		35
McFarland's Sanitarium, Dr. (see Spring Hill Sanitarium) .....		38
Maintenance of insane, accounts.....	55, 3	71
action to recover for.....	54	71
cost, rate fixed by Commission.....	85	85
gifts to State hospitals, for.....	7, 2	45
other than poor or indigent.....	88	90
poor or indigent.....	89	91
L. 1898.....		85 125
property for .....	64	75
relatives liable for.....	86	86
L. 1898.....		125
security required for when admitted under special agree- ment .....		195
State hospitals, appropriations for .....		221
total and per capita cost of in State hospitals.....		242
Maintenance supplies, inventory of, to be submitted to auditor,	178, 203	
Mamaroneck. See Waldemere.....		39
Managers of State hospitals.....	41	55
actions against.....	58	73
appointment and removal .....	42	55
attorney for hospital, not to act as.....	56	72
contracts, not to be interested in.....	56	72
gifts or supplies, not to receive.....	56	72
meetings.....	43, 4	57
with Commission.....	8	46
	48	62
powers and duties.....	43	56
books of record .....	43, 3, 5	57
buildings, examination of plans for.....	65	76
inspection of hospital.....	43, 2	56
investigate charges against State hospital officials....	43, 7	57
report, annual.....	11	47
	43, 6	58
report on inspection of buildings.....	43, 2	56
superintendents of hospitals, approval of appointment, removal of.....	44	57
suspension of.....	44	58
president.....	43	56
removal of.....	42	55
secretary .....	43	56
terms of office.....	41	55
to reside in hospital district.....	42	55

	SEC.	PAGE
<b>Manhattan State Hospital—</b>		
appropriations in annual appropriation bill, L. 1920.....		227
dead bodies, removal of.....	63	75
directory.....		18
docks, etc.....	63	75
established .....	46	61
lease of property.....	62	74
marine service.....	50	67
resident steward to become steward.....	47	62
special provisions relating to.....	46	61
<b>Manufactures in State hospitals .....</b>	56	72
<b>Marcy site, contracts for new buildings at .....</b>		134
<b>Marine service.....</b>		50
<b>Marshall Sanitarium, Troy .....</b>		35
<b>Massachusetts, arrangement with .....</b>		164
<b>Matrons, to reside in hospital.....</b>	45, 2	59
salaries of .....		172
<b>Matteawan State Hospital—</b>		
certificate of conviction to be delivered to superintendent of,.....	141	108
communications with patients.....	145	109
convicts on recovery to be transferred to prison.....	140	107
directory.....		26
disposal of insane convicts after expiration of term of imprisonment .....	139	107
establishment and purpose.....	130	103
medical superintendent, appointment of .....	132	104
as treasurer of .....	133	104
monthly estimates of .....	136	106
powers and duties of .....	135	105
removal of .....	137	106
tenure of office of .....	144	109
patients—		
authority to recover for support of .....	143	108
communications with .....	145	109
resident officers, salaries of .....	134	104
superintendent of State prisons to make rules and regulations for .....	131	104
transfer of insane convicts to .....	138	106
transfer of patients to, from State hospitals .....	142	108
<b>Meat cutters, in State hospitals, wages .....</b>	50	65
<b>Mechanics, act in relation to, L. 1913.....</b>		145
<b>Medical and dental internes, salaries of .....</b>		172
<b>Medical examiners in lunacy .....</b>	81	78
fees .....	84	84
	88a	90
of immigrants .....	19	49
insane convicts .....	138	106
record of .....	14	48

	SEC.	PAGE
Medical inspector .....	4	48
duties in relation to State hospitals.....		189
examiner of Bureau of Deportation may be detailed to perform duties of.....	19	51
name.....		4
qualifications.....	4	43
visitation of private institutions.....	9	46
Medical staff—		
assistant physicians, duties in absence of superintendent..	45	58
classification of.....		169
families, defined.....	49	58
food supplies.....	49	62
gifts or supplies, not to receive.....	56	72
legal qualifications.....	45	59
Medical superintendents. See superintendents State hospitals.		
Middletown State Homeopathic Hospital—		
appropriations in annual appropriation bill, L. 1920.....		228
contracts for new buildings at.....		135
directory.....		20
managér.....	42	55
Milk specifications.....		191
Monansic State Hospital—		
establishment of.....	40a	54
district.....	12	47
Moneys, due hospital, action to recover .....	54	71
furnished to discharged patients.....	95	94
of State hospitals, superintendent to have custody of.....	52, 1	69
Municipalities, cost of commitment to be a charge against .....	84	84
officers to act in committing insane.....	87	88
may provide place for temporary confinement of insane...	87	88
NEW YORK CITY, apprehension and confinement of insane, .....	88	90
commitment of patients from.....	12	47
dangerous insane, care of.....	88	90
fees of medical examiners.....	84	84
see also Combes, Dr., Sanitarium.....		31
Kellogg, Dr., House of.....		33
Manhattan State Hospital, Ward's Island.....		18
River Crest.....		36
West Hill.....		39
New York City asylums for insane, transfer of.....	62	74
Non-resident insane .....	19	49
agreement between New York and Massachusetts .....		162
legislation for removal of.....	6	44
transfer.....	96	94
Nurses and attendants—		
families, supplies for.....	49	62
gifts or supplies, not to receive.....	56	72

	SEC.	PAGE
<b>Nurses and attendants; (concluded)</b>		
may live outside.....	49	63
special policemen, duties as.....	45, 4	60
training school for .....	45, 7	60
uniforms prescribed for.....		193
wages.....	50	65
<b>OATH of office, State hospital officials.....</b>	57	72
<b>Occupational instructors, salaries of.....</b>		173
<b>Officers, local, duties of, in regard to insane.....</b>	87	86
<b>Officers. See also medical staff, physicians, steward, superintendent, etc.</b>		
<b>Officers, State hospitals—</b>		
actions against.....	58	73
appointment.....	44	57
attorney for State hospitals, shall not serve as.....	56	72
charges against.....	43, 7	57
*classification.....	49	62
contracts, not to be interested in.....	56	72
food supplies.....	49	62
gifts or supplies, not to receive.....	56	72
inspection of institutions by .....		188
may be transferred .....	44	57
number of .....		169
oath of office.....	57	72
report of discharge of .....		198, 204
residence.....	45, 2	59
retirement.....	111	97
for disability caused by injury.....	113	99
forfeiture of right to annuity by default in making contributions.....	117	101
payments in case of death.....	116	101
repayments where retirement is without fault of employee .....	116	101
temporary officers.....	118	101
salaries .....	49	62
schedule of salaries of .....		168
service records of .....		196
Official oath.....	57	72
Official seal.....	5	44
Official visits.....	8	45
Ogdensburg. See St. Lawrence State Hospital.....		22
Order, final, to be conclusive evidence.....		144
Order of commitment, review of.....	83	82
Ossining. See Greenmont-on-the-Hudson.....		33
Out-patient departments, reports of.....		205
Overcrowding of State hospitals, to be relieved by transfers.	91	91

	SEC.	PAGE
Overseers of poor, duties regarding insane.....	87	86
application concerning maintenance of poor or indigent insane, L. 1898.....		124
commitment of insane, application for order of.....	82	79
Owego. See Glenmary.....		32
 PAROLE and escape of patients.....	94, 3	93
		185
Parole book to be kept at hospital .....		186
Parole cards to be filed at hospital.....		186
Paroled patients, records of.....		186
Pathological Institute. See Psychiatric Institute.		
Pathologists, appointment of.....		170
salary.....		115, 171
Patients. See also insane—		
admitted under special agreement.....	89	91
clothing and money to be furnished.....	95	94
correspondence of.....		181
defined.....	2	42
discharge of.....	94	93
discharged during month, list of, to be submitted....		176, 204
information to be given to, on admission.....		191
list of admitted during month to be submitted to Bureau of Deportation .....		176, 204
list of, to be submitted to collection attorney.....		179, 183
mechanical restraint and seclusion of.....		196
non-resident.....	96	94
parole and escape of.....		185
re-assignment of, and change of State hospital districts..	13	47
record of .....	15	48
report of financial condition of, to be submitted to col- lection attorney.....		179
sale of unclaimed property, of discharged or deceased....	98	94
security required for maintenance of those committed under special agreement .....		195
transfer of, application for.....		185
transfer of, rules to be observed by superintendent.....		183
transfer of, to be accompanied by attendants.....		184
vaccination of.....		188
voluntary.....	99	95
when hospital is crowded.....	91	91
Payrolls, State hospitals, kept by steward.....	55, 2	71
steward's monthly reports of, to be submitted to treas- urer.....		179, 203
Penal law, extracts from .....		157
Per capita cost of maintenance.....		242
Personal property, temporary custody of, of insane patients. of discharged or deceased patients, sale of.....	100	95
	98	94

	SEC.	PAGE
Petition for commitment of insane.....	80	78
	82	79
committee of person and property, L. 1895.....		123
Pharmacists, salaries of.....		173
Physicians. See also medical staff, officers.		
assistant, duties in absence of superintendent.....	45	58
families, supplies for.....	49	62
qualifications.....	45, 2	59
to reside in hospital.....	45, 2	59
certificates of lunacy made by.....	81	78
examining, appointment of.....		148
women, in State hospitals.....	45, 2	59
Pines, the, Auburn.....		36
Plans for State hospital buildings.....	17	49
	65	76
Plumbers, classification and wages.....	50	66
Policemen, powers and duties of employees who act as.....	45, 4	60
Poor and indigent insane. See indigent insane.		
Poor, county superintendents of, duties.....	87	86
discharged patients, care of.....	94, 3	93
Poor, overseers: See overseers, poor.		
Poor person, defined.....	2	41
support of, L. 1898.....		125
Poor-houses, power of Commission to visit.....	92	92
Population, hospital, monthly report to be submitted to auditor.....		178, 203
Poughkeepsie. See Hudson River State Hospital.....		14
Powers, general as to State hospitals, of State Hospital Com- mission.....	7	45
managers, board of.....	43	56
superintendents.....	45	58
Presents, officers and employees, not to receive, etc.....	56	72
Prevention of fires.....		122
Principals of training schools, salaries of.....		172
Prisons, insane not to be confined in.....	87	88
Private institutions, directory.....		27
inspection of by Commission or medical inspector.....	8	45
	9	46
license for.....	59	73
maintaining, without a license, a misdemeanor.....		158
to report changes in population.....	16	49
Private patients, admission to State hospitals.....		7
revenue from.....	52, 3	69
Privileges allowed to employees.....	50	63
Probationary service of employees.....		175
Proceedings—		
to determine the question of insanity.....	82	79
when person in confinement appears to be insane.....		139
when person under sentence of death is declared insane..		143

	SEC.	PAGE
Property, committee. See committee of person and property.		
Property of insane, personal, of discharged or deceased patient, sale of.....	98	94
real, partition and sale, L. 1905.....		129
temporary custody of.....	100	95
Property of State hospitals, acquisition of.....	64	75
Proposals for State hospital buildings.....	65	76
for supplies, lowest to be accepted .....	56	72
Protection against fire.....		122
Providence Retreat, Buffalo.....		36
Psychiatric Institute.....	170	115
director of, duties, etc.....	172	115
directory.....		6
hospital and out-patient department.....	172a	116
maintenance of.....	171	115
medical staff, residence and maintenance of.....	172	115
Public service corporations, bonds not to be required in certain cases.....	65	76
Purchases—		
by State departments, boards and commissions from United States government, Chap. 83, L. 1919.....		169
in State hospitals.....	56	72
made by steward.....	55, 1	71
of supplies, preference to be given State product, L. 1899.		129
Purchasing committee, joint—		
clerical and advisory help.....	4	43
directory.....		5
duties of.....		198
expenses of, apportioned among hospitals.....	4	44
experts to assist.....	4	44
how constituted and appointed.....	56	72
powers and duties.....	56	72
report of completion of contract to be submitted to.....		204
report of failure on part of contractor to fulfill agreement, to draw specifications and enter into contracts for supplies.....		198
to have samples of supplies tested.....		198
Purchasing steward, office abolished.....	47	62
QUARTERS, employees.....	49	62
officers.....	49	62
Quarterly estimates of expenditures—emergency fund.....	51	68
RAILROAD department, Willard.....	50	67
Railroads through hospital lands.....	66	77
Rate for reimbursing patients.....	85	85
Ration allowance.....		179
		220

	SEC.	PAGE
Real property of incompetents, partition and sale of, L. 1915.		127
Receipts, monthly statement of.....	53	70
Receipts, steward's monthly reports of, to be submitted.....		203
Recommendations of Commission.....	60	74
Record of patients, Commission to keep.....	15	48
managers to keep.....	43, 3	57
State hospitals, in, examination of by Commission.....	8	45
superintendents to keep.....	45, 11	60
case books.....	90	91
Records to be kept by State hospitals—		
administration.....		198
medical.....		199
steward.....		200
Re-employment of employees.....		176
Registration districts for vital statistics, Chap. 321, L. 1917.....		137
Regulations and forms.....	10	47
Regulations, by-laws and rules for officers, employees, etc.....	45, 12	61
Reimbursing rate.....	85	85
Relatives of insane, commitment of insane to care of.....	80	78
duty to care for insane .....	88	89
filing of records.....	82	81
harmless insane, custody of.....	82	80
liability for support of insane .....	85	84
actions at law, L. 1898.....	86	85
maintenance of insane after discharge.....	94, 3	93
Religious corporations, buildings on hospital grounds.....	6	44
Removal of employees .....	45	59
of officers .....	45	59
Repatriation.....	96	94
Reports—		
accidents, injuries and escapes.....		182, 203
annual, of operations of hospital.....		202
to include statement of trust funds .....	7, 2	45
Commission, annual.....	11	47
managers, State hospital, annual .....	11	47
.....	43, 6	57
on monthly inspection.....	43, 2	56
monthly, of movement of patients.....		177, 202
statistical .....		177
superintendents, annual.....	45, 10	60
monthly to managers.....	43	56
to be submitted by State hospitals.....		202
treasurer, annual .....	52, 7	70
yearly, of movement of patients.....		177, 202
Resident officers. See officers, State hospitals		
Restraint and seclusion, mechanical.....		196
quarterly report to be submitted.....		196, 204
Retirement board created.....	119	102

	SEC.	PAGE
Retirement board of State hospital employees.....		6
Retirement fund.....	110	96
contributions to.....	115	100
expenses of administration of.....	122	102
payment in case of death.....	116	101
forfeiture of right to annuity by default in making contributions.....	117	101
re-instatement in .....	122	102
repayments where retirement is without fault of officer or employee.....	116	101
temporary officers and employees.....	118	101
Retirement of officers and employees.....	111	97
annuities paid.....	112	98
application blanks for.....	121	102
custody and control of fund.....	110	96
definition of.....	109	96
for disability caused by injury.....	113	99
fund created.....	110	96
medical examiners.....	120	102
proceedings for.....	112	98
term of service, how computed.....	114	99
Review of proceedings and order of commitment.....	83	83
River Crest, New York City. ....		36
Riverdale. See Dr Kellogg's House.....		33
Roads through State hospital lands.....	66	77
Rochester State Hospital—		
appropriations in annual appropriation bill, L. 1920.....		229
directory.....		21
Rules, by-laws and regulations for officers, employees, etc....	45, 12	61
 ST. LAWRENCE STATE HOSPITAL—		
appropriations in annual appropriation bill, L. 1920.....		230
directory.....		22
St. Vincent's Retreat, Harrison.....		37
Salaries and wages, schedule of.....	50	63, 64
Salaries, Bureau of Deportation.....	19	50
Commissioners, State hospital.....	3	42
increase of.....		169
medical inspector .....	4	43
of assistant principals of training schools.....		173
of assistant social workers.....		173
of assistant steward.....		172
of occupational instructors.....		173
of pharmacists.....		173
of principals of training schools.....		172
of social workers or after-care agents.....		173
of stewards.....		172

	SEC.	PAGE
Salaries, (concluded)		
officers, State hospital .....	49	62
Psychiatric Institute, director of .....	172	115
schedule of officers'.....		168
Sale of real property, Laws of 1905.....		129
old machinery, etc.....	7, 1	45
unclaimed personal property of patients.....	98	95
Sanford Hall, Flushing.....		37
Schedule of salaries and wages.....	50	63, 64
School for trained attendants.....		162
Seal of Commission .....	5	44
Secretary of Commission, .....	4	43
attestation of papers .....	5	44
name.....		3
Secretary of State, approval of salaries of officers.....	49	62
Senior assistant physicians, salaries of.....		171
Service of legal process on patients—		
personal, prior to commitment.....	82	79
Social workers or after-care agents—		
reports of.....		204, 205
salaries of.....		173
Society of New York Hospital—See Bloomingdale Hospital..		29
Spring Hill Sanitarium.....		38
State, a preferred creditor .....	86	86
State Architect, State hospital buildings—		
plans for.....	65	76
powers in regard to.....	65	76
State Charities Aid Association, annual report.....	11	47
nominates visitors to State hospitals.....	61	74
State Comptroller, salaries of officers approved by .....	49	62
State hospital buildings, approval of contracts for.....	65	76
State Hospital Commission, names.....		3
actions against .....	58	73
annual report.....	11	47
appointment of, by governor .....	3	43
appointments of—		
agents to receive reimbursement.....	85	85
engineers .....		43
examiners, Bureau of Deportation .....	19	50
medical inspector.....	4	43
superintendents, State hospitals.....	44	57
appropriations for.....		221
chairman .....	3	43
clerical force.....	4	43
control of lands at Beekman.....		159
Commissioners, appointment of.....	3	42
names .....		3
qualifications.....	3	42

	SEC.	PAGE
State Hospital Commission, (continued)		
salaries.....	3	43
terms of office.....	3	43
contracts not to be interested in.....	56	72
defined.....	2	42
duties of medical inspector in relation to .....		189
engineers, may employ .....	4	43
execution of papers.....	5	44
experts, may employ.....	4	44
forms authorized for use in .....		207
general powers.....	6	44
general powers as to State hospitals .....	7	45
gifts or supplies, not to receive.....	56	72
meetings with managers .....	8	46
with superintendents .....	48	62
names of Commissioners .....		3
office .....	4	43
official seal .....	5	44
official visits.....	8	45
powers.....	6	44
attendants, approval of.....	87	88
buildings .....	65	76
approval of plans for .....	17	49
employment of labor for erection.....	65	76
certificate of lunacy and petition, to furnish blanks for .....	80	78
commitment of insane, action to recover costs and charges.....	86	86
application for order of.....	86	86
patients from New York City .....	12	47
rules for.....	46	61
correspondence of insane .....	10	47
discharge of patients.....	94	92
execution of papers.....	5	44
expenditures, revise estimates.....	51	68
immigrants, insane .....	19	50
inspection of institutions.....	6	44
private institutions .....	9	46
investigation into care and treatment of insane.....	92	91
managers of State hospitals, records.....	43, 3	57
medical examiners, record of .....	14	48
non-resident insane, removal.....	6	44
transfer .....	96	94
official records and blank forms, approval of .....	10	46
patients, record of .....	15	48
poor and indigent insane.....	17	49
prospective wants of insane, to provide for .....	17	49
rate of support of insane, fixed by.....	85	85
recommendations of.....	60	74
	8	46

	SEC.	PAGE
<b>State Hospital Commission, (concluded)</b>		
record of medical examiners.....	14	48
record of patients.....	15	48
regulations and forms.....	10	46
religious corporations, buildings on hospital grounds.....	6	44
report, annual .....	11	47
salaries and wages.....	50	63
sale of property.....	71	45
seal .....	5	44
secretary .....	4	43
name .....	5	44
3		
<b>State hospital districts .....</b>	<b>12</b>	<b>47</b>
change of and re-assignment of patients .....	18	47
<b>State hospitals, powers as to .....</b>	<b>7</b>	<b>45</b>
acquisition of property for.....	64	75
reports .....	45, 10	60
53	70	
<b>steward's vouchers.....</b>	<b>44</b>	<b>57</b>
<b>superintendents, charges against.....</b>	<b>65</b>	<b>76</b>
<b>supervising engineer, plans prepared by.....</b>	<b>91</b>	<b>91</b>
transfer of patients from overcrowded hospitals. ....	130	108
to Matteawan State Hospital .....		
<b>treasurer of State hospitals, may designate person to act as .....</b>	<b>44</b>	<b>57</b>
<b>trust funds.....</b>	<b>7, 2</b>	<b>45</b>
<b>visitation and inspection of certain institutions.....</b>	<b>9</b>	<b>46</b>
change of, and reassignment of patients.....	13	47
defined .....	12	47
<b>State hospital employees, table of .....</b>	<b>241</b>	
<b>State hospital retirement board .....</b>	<b>6</b>	
<b>State hospital system.....</b>	<b>7</b>	
<b>State hospitals—See also various main heads</b>		
acquisition of property for use of.....	64	75
buildings, erection, repairs and improvements.....	65	76
capacity of, table .....		245
commitment of insane, order for.....	80	78
contracts .....	56	72
emergency fund.....	51	68
employees—		
schedule of salaries.....	50	63, 64
wages of .....	49	62
50	63, 64	
expenditures, quarterly .....	51	68
general statement for the year 1919.....		240
location.....	40	54
maintenance, total and per capita, for year 1919 .....		242
managers of .....	41	55
powers and duties.....	43	56
removal of .....	42	55

## INDEX

275

	SEC.	PAGE
State hospitals, employees, (concluded)		
mechanics working in.....		145
names of.....	40	54
new, establishment of.....	17	49
officers—		
appointment of.....	44	57
oath of office of.....	57	72
schedule of salaries of.....	50	64
poor and indigent insane .....	40	54
purchases.....	56	72
records to be kept by.....		198
reports to be submitted by.....		202
streets and railroads through lands of.....	66	77
superintendents, powers and duties of.....	45	58
subpoena of .....		147
to send monthly report of discharged patients to Commission .....		176, 204
to submit monthly reports of communicable diseases.....		192, 204
to supply data to Bureau of Deportation.....		192, 204
visitors to .....	61	74
voluntary patients.....	99	95
State prisons, superintendent of—		
Dannemora hospital, by-laws for.....	151	110
government of.....	151	110
superintendent, appointment.....	152	110
to make rules and regulations .....	151	110
Matteawan hospital, by-laws for government of.....	131	104
superintendent, appointment.....	132	104
removal .....	137	106
State products, preference to be given in purchase.....		129
Statement of bank balances.....		179
Statistician, name.....		4
Statistical data cards—		
shall be forwarded monthly.....		177, 202
to be forwarded to statistician.....		177
Statistical reports.....		177, 202
Statistical tables.....		240
Statistics, vital, registration districts for .....		137
Statutes, subsidiary and unrepealed, relative to insane.....		122
Stewards, accounts of patients, to keep.....	55, 3	71
affidavit of .....	53	70
appointment of .....	45, 2	59
clothing and money to be furnished to discharged patients by.....	95	94
contracts for supplies.....	56	72
duties and powers .....	55	71
food supplies.....	49	62
may receive money and forward it to State Treasurer....	52, 3	69

	SEC.	PAGE
<b>Steward's accounts of patients, (concluded)</b>		
oath of office.....	57	72
payrolls, prepare and keep.....	55, 2	71
powers and duties.....	55	71
purchases for hospital, to make.....	55, 1	71
purchasing, abolished.....	47	62
removal .....	45, 2	59
reports of payrolls to be submitted to treasurer.....		179
reside in hospital.....	45, 2	59
salaries of .....		172
<b>Steward's receipts to be submitted to treasurer.....</b>		178
<b>Streets through hospital lands.....</b>	66	77
<b>Subpoena (duces tecum) requiring records, L. 1915.....</b>		152
<b>Summary of appropriations.....</b>		239
<b>Superintendents of poor, duties.....</b>	87	86
commitment of insane, application for order of.....	82	79
discharged patients, care of.....	94, 3	93
<b>Superintendents of State hospitals—</b>		
absence from hospital of.....		187, 203
actions against.....	58	73
appointed by Commission.....	44	57
bond as treasurer.....	44	58
charges against.....	43, 7	57
	44	58
committee of, to establish by-laws, rules and regulations.	45, 12	61
duties—See powers and duties.		
food supplies for families .....	49	62
meetings, at least once in three months.....	48	62
with medical staff, at least two weekly.....	45, 8	60
oath of office.....	57	72
powers and duties.....	45	58
accounts and records of hospital.....	45, 9	60
action to recover moneys due hospital.....	54	71
alien and non-resident insane.....	19	50
annual report .....	45, 10	60
appoint dentist, pharmacist and principal of training school.....	45, 2	59
appointment and discharge of officers .....	45, 2	59
book of record of patients .....	45, 11	60
buildings, estimates for .....	65	76
buildings and grounds, superintendence of .....	45	58
chief executive.....	45	58
commitment to State hospitals, notification of.....	82	80
committee of person and property, may present petition for, L. 1895.....		123
commutation ticket fund.....	51	68
daily accounts and records .....	45, 9	60
discharge of employees .....	45, 3	59
of patients .....	94	93

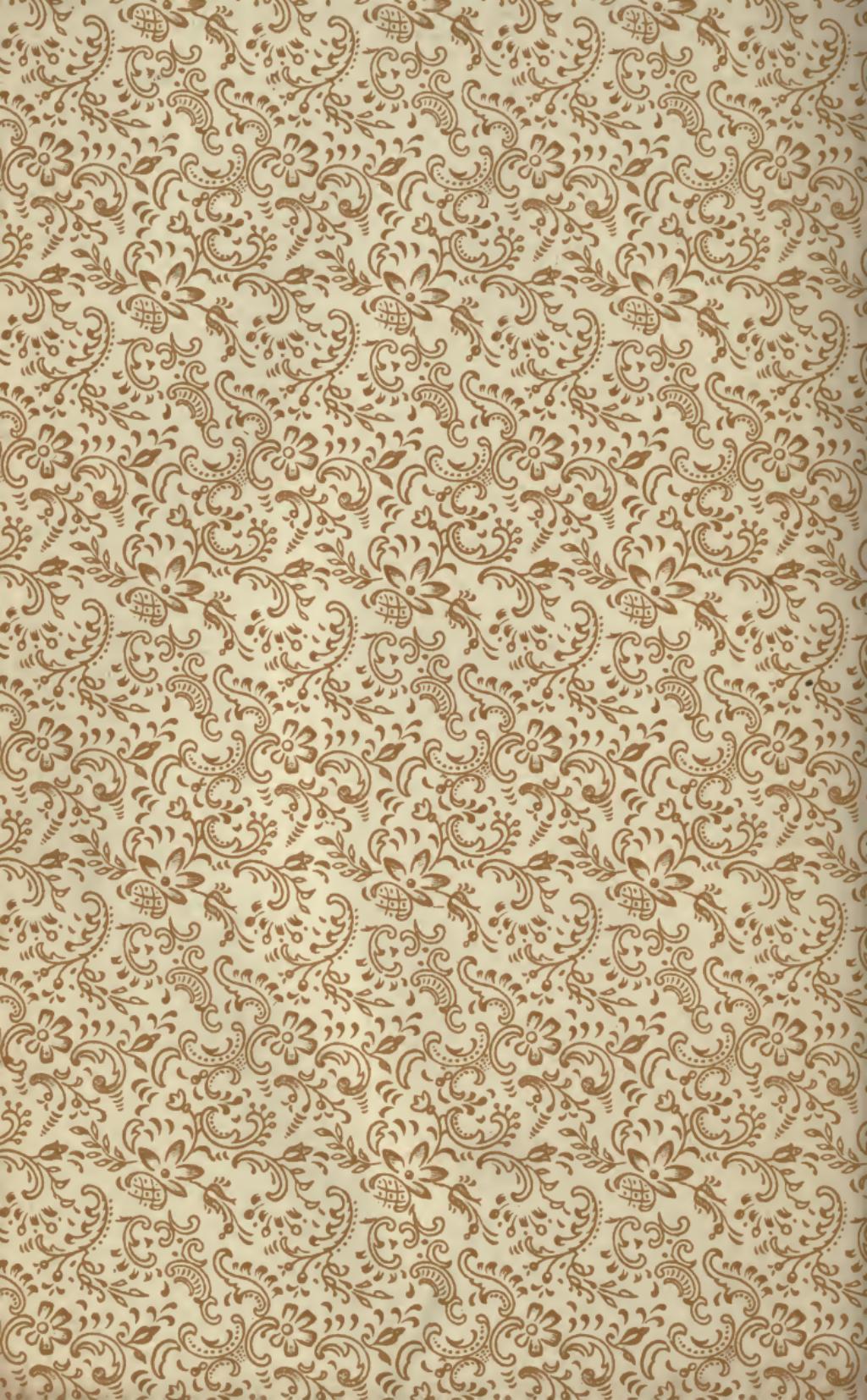
	SEC.	PAGE
<b>Superintendents of State hospitals, (concluded)</b>		
discipline, maintain.....	45, 6	60
dispensary or out-patient department, may establish ....	45, 11a	61
employees' wages.....	49	62
	50	63
estimates, quarterly in triplicate .....	51	68
evidence in habeas corpus proceedings.....	93	92
examination of patients within five days of admission..	45, 1	59
expenditures, estimates of.....	51	68
inspection of hospital .....	45, 1	59
maintain a training school.....	45, 7	60
may make transcript of records in compliance with subpoena .....		147
medical certificate and order of commitment, to for- ward to Commission within ten days .....	16	48
out-patient department or dispensary, may establish...	45, 11a	61
parole of patients.....	94, 3	93
patients, refusal to receive.....	82	81
record of .....	45, 8, 11	60
case book.....	90	91
policemen, special, designation of.....	45, 4	60
quarterly estimate in triplicate.....	51	68
record removal of resident officers and employees.....	45, 2	59
removal of resident officers.....	45, 2	59
report to managers.....	45, 10	60
to State Hospital Commission .....	45, 10	60
reside in hospital .....	45, 2	59
salary of.....		170
secure good conduct.....	45, 5	60
special policemen, appointment.....	45, 4	60
staff meetings .....	45, 8	60
to act as registrar of vital statistics.....		137
to make effective directions issued by Commissioner of Agriculture.....		139
to notify Commission of transfer of patients.....		185
training school for nurses.....	45, 7	60
treasurer of State hospitals.....	44	58
duties as .....	52	69
	53	70
voluntary patients.....	99	95
qualifications .....	44	57
removal from office, by majority of board of managers..	44	58
suspension of, by board of managers.....	44	58
<b>Supervising engineer to prepare plans.....</b>	65	76
<b>Supplies, contracts for.....</b>		187
estimates for .....	51	68
for officers and employees.....	49	62
families.....	49	62
		175

	SEC.	PAGE
<b>Supplies, (concluded)</b>		
purchase of.....	55, 1 56	71 72
from United States government, L. 1919.....		158
State products preferred, L. 1899.....		129
Purchasing Committee to purchase by joint contract.....		198
report of estimated quantities of, required for period covered by contract .....		204
<b>Support of insane, accounts</b>		
action to recover for.....	55, 3 54, 2	71 71
cost, rate fixed by the Commission.....		85
gifts to hospital for.....	7, 2	45
other than poor or indigent .....	88 89	90 90
poor and indigent.....		85
L. 1898.....		125
property for.....	64	75
relatives liable for.....	86	85
L. 1898.....		125
<b>Supreme court justices, apprehension and confinement of</b>		
dangerous insane, precept for.....		88
care and treatment of insane, approval of order concerning,.....	92	91
commitment of insane, order of, made by.....	80	78
review of proceedings, order of.....	83	82
stay of proceedings, order for.....	83	83
visitors to State hospitals, appointment of.....	61	74
<b>Syracuse. See Genesee Sanitarium</b> .....		32
<b>TEMPORARY custody of personal property of insane</b>		
patients.....	100	95
<b>Temporary employees</b>		
.....	118	101
<b>Temporary provision for insane</b>		
.....	91	91
<b>Termis of service, how computed</b>		
.....	114	99
<b>Training schools, graduates of</b>		
.....		175
<b>Training schools for attendants and nurses</b>		
.....	45, 7	60
<b>Transfer of employees</b>		
.....		176
<b>Transfer of insane—</b>		
application for .....		185
clothing to be provided for.....		183
costs .....	85 86	84 86
from home to State hospital.....		82
by trained attendants.....		87
from one State hospital to another.....		46
of non-resident patients.....		96
overcrowded hospitals .....		91
prisoners in State prisons, etc., to Dannemora hospital,.....		158
to Matteawan hospital.....		138
record of.....	15, 4	48
rules to be observed by superintendent.....		183
to be accompanied by attendants.....		184

	SEC.	PAGE
<b>Treasurer of State hospitals—</b>		
Commission may designate person to act as.....	44	51
matters to be submitted to.....		178
name.....		4
superintendent to act as.....	52	69
bond.....	44	58
powers and duties of superintendent as.....	52	69
receipts and expenditures, monthly statement.....	53	70
recover money due hospital.....	54	71
<b>Troy.</b> See <i>Marshall Sanitarium</i> .....		35
<b>UNIFORMS</b> , prescribed for nurses and other employees.....		193
<b>United State Public Health Service Hospital, Dansville, No. 28</b>		38
<b>Utica State Hospital—</b>		
appropriations in annual appropriation bill, L. 1920.....		230
contracts for new buildings at Marcy site.....		134
directory.....		23
<b>VACATIONS</b> and absence from duty of employees .....		174
<b>Vaccination</b> of patients and employees.....		188
<b>Visitation and inspection of institutions, by Commission</b> .....		
6	6	44
8	8	45
92	92	92
managers.....	43, 2	56
medical inspector.....	4	43
private institutions .....	8	45
	9	46
<b>Visitors to State hospitals</b> .....	61	74
<b>Vital statistics—</b>		
registrar of.....		137
registration district for, L. 1917.....		137
<b>Voluntary patients, in licensed institutions—</b>		
admission.....	99	95
in State hospitals.....	99	95
<b>Vouchers, State hospitals</b> .....	53	70
steward.....	52, 5	69
to be sent to treasurer.....		178
<b>WAGES</b> of mechanics in State institutions, L. 1913.....		145
Commission to fix.....	49	62
increase of.....		176
prescribed.....	50	63
schedule.....	50	64
		174
<b>Waldemere, Mamaroneck</b> .....		35
<b>Ward service, State hospitals, classification and wages</b> .....	50	69
<b>Ward's Island.</b>		
See also <i>Manhattan State Hospital</i> .....		18
<i>Psychiatric Institute</i> .....		6

	SEC.	PAGE
West Hill,.....		39
White Plains. See Bloomingdale Hospital.....		29
Whitestone. See Breezehurst Terrace.....		30
Willard State Hospital—		
appropriations in annual appropriation bill, L. 1920.....		231
directory .....		24
Witnesses, examination of, in investigations.....	92	92
before board of managers.....	43, 7	57
fees of medical witnesses .....	84	83
Women, on board of managers of State hospitals.....	41	55
nurses or attendants, wages.....	50	65
patients to have women attendants.....	87	88
physicians.....	45, 2	59
qualifications .....	45, 2	59
reside in hospital.....	45, 2	59
salaries of .....		171
YEAR, fiscal.....	11	47
Yonkers, see Bond, Dr., House of .....		30





672804  
New York (State) State  
hospital commission.  
Handbook ...

N7A3  
1920

BIOLOGY  
LIBRARY

SEP 10 1941

BIOLOGY  
LIBRARY

672804

PC 445-

7773

1920

UNIVERSITY OF CALIFORNIA LIBRARY

